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**The Council on Alcohol and Other Drugs (CAOD) Equity, Diversity, and Inclusion Policy**

# Introduction

The CAOD recognises that in society certain groups or individuals are denied equality on the grounds of race, gender, marital status, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation and religion/belief or any other factor irrelevant to the purpose in view.

The CAOD welcomes the statutory requirements laid down in:

* the Equal Pay Act 1970.
* the Rehabilitation of Offenders Act 1974
* the Sex Discrimination Act 1975
* the Race Relations Act 1976 and the Race Relations Amendment Act Feb 2000
* the NHS Community Care Act 1990
* the Disability Discrimination Act 1995
* the Asylum & Immigration Act 1996
* the Human Rights Act Nov 1998
* the Employment (Religion or Belief) and (Sexual Orientation) Regulations 2003.

**The CAOD recognises** that it has moral and social responsibilities that go beyond the provisions of the above-mentioned Acts and Regulations, and that it should support and contribute to the wider process of change through all aspects of its work and practices in order to eliminate discrimination and promote equality and diversity.

**The CAOD is committed** to taking positive steps to ensure that:

* all people are treated with dignity and respect, valuing the diversity of all
* equality of opportunity and diversity is promoted
* services are accessible, appropriate, and delivered fairly to all
* the mix of its employees, volunteers and management committees reflects, as far as possible, the broad mix of the population of its local community
* traditionally disadvantaged sections of the community are encouraged to participate in policy decisions about, and the management of the services provided

# Policy

This policy applies to all Trustees, volunteers, management committee members, users, fundraisers, supporters, and the general public and sets out the CAOD’s commitment to equity, diversity, and inclusion.

## Commitment

* At the CAOD equality of opportunity and equity, diversity and inclusion are all at the heart of our values and objectives.
* The CAOD is committed to treating everyone with dignity and respect, valuing the diversity of all.  The charity promotes equality of opportunity and diversity.  It will not tolerate any form of unlawful discrimination towards any of the nine protected characteristics:
* Age
* Disability
* Gender Reassignment
* Marriage and Civil Partnership
* Pregnancy and Maternity
* Race, including colour, nationality (including citizenship), ethnic or national origins
* Religion and belief, including a lack of religion or belief
* Sex
* Sexual Orientation
* It will tackle social exclusion, inequality, discrimination, and disadvantage.
* It will create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
* For this policy to be successful, it is essential that everyone is committed to and involved in its delivery. The CAOD’s goal is to work towards a just society free from discrimination, harassment, and prejudice. The CAOD aims to embed this in all its policies, procedures, day-to-day practices, and external relationships.
* The CAOD supports the principles of the Welsh Language Measure 2011 and the principle of treating both English and Welsh languages on the basis of equality. It aims to work towards being able to support those employees, volunteers and users who wish to use the Welsh language, by working towards the Welsh Language Standards as it develops in size and resources to be able to do this.

**Why have this policy?**

The CAOD recognises, respects and values diversity in its Trustees, volunteers, fundraisers, and service users.

The CAOD has this policy because it is a people-led organisation that must always ensure it meets the needs of the community through fair and appropriate employment and development of the people who work and volunteer for Daring to Dream.

## Aims

The CAOD aims to:

* Provide services that are accessible according to need
* Promote equality of opportunity and diversity in volunteering, employment, and development
* Create effective partnerships with all parts of our community.

## Objectives

The CAOD’s objective is to realise its standards by:

* Regularly evaluating and continually improving its services to ensure appropriate equality and diversity principles and best practice are embedded in our performance to meet the needs of individuals and groups
* Working together with the community to provide accessible and relevant service provision that responds to service users’ needs
* Ensuring staff, volunteers and trustees are representative of the community served and the employment policies are fair and robust
* Responding to volunteers’ & employees’ needs and encouraging their development to increase their contribution to effective service delivery
* Recognising and valuing the differences and individual contribution that all people make to the CAOD
* Challenging discrimination
* Providing fair resource allocation
* Being accountable

# Procedures:

## Responsibility for Implementation

This policy covers the behaviour of all people employed by or volunteering for the CAOD or using the services and sets out the way they can expect to be treated in turn by the CAOD. The overall responsibility for ensuring adherence to and implementation of this policy lies with the Trustees. The CAODThe CAODill take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, volunteers, beneficiaries, suppliers, visitors, the public and any others in the course of the organisation’s work activities.

Such acts will be dealt with as misconduct under the charity’s complaints, grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.  
  
Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

Make opportunities for training, development, and progress available to all staff and volunteers, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the charity.

Decisions concerning staff and volunteers being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

**Method of Implementation**

The CAOD intends to implement this policy by:

* This policy is approved and regularly reviewed by the CAOD’s Board of Trustees
* Ensuring that it is a condition of paid employment at the CAOD
* The Equity, Diversity & Inclusion Policy will be integral to other CAOD policies, strategies, and the implementation of the organisation’s strategic plan.
* Every employee, volunteer and beneficiary are responsible for implementing this policy. Staff and volunteers have access to the policy in their induction and policy folders and are required to read and act on the points in the policy.
* Actively encouraging Trustees, staff, and volunteers to participate in anti-discriminatory training, and making time and resources available for such training, when the charity’s resources allow.
* The CAOD and its Board of Trustees will ensure the promotion and implementation of the policy but will not be held responsible for individuals and incidents outside the charity’s provisions, events, and remit.
* Details of the organisation’s complaints, grievance and disciplinary policies and procedures can be found in the charity’s policies & procedures file.
* Monitoring the services, publicity and events provided by the CAOD, to ensure that they are accessible to all sections of the population and do not discriminate, and taking active steps to ensure that participation is representative

## Monitoring and Reviewing

The CAOD has declared its commitment to establishing, developing, implementing, and reviewing a policy of equality of opportunity. Effective record keeping and monitoring, and acting on information gathered, are essential in order to measure effectiveness and plan progress.

As the charity is committed to developing procedures to monitor the diversity of trustees, volunteers, and future employees. An equality of opportunity monitoring form is available already for recruitment of trustees.

The trustees will review the policy regularly.

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