

CAMBRIDGE CULTURA

CULTURAL STRATEGY // CONSULTANCY

Equality, Diversity and Inclusion Policy

June 2023

Introduction and Scope

CambridgeCultura Ltd. is committed to encouraging equality, diversity and inclusion and to the elimination of unlawful discrimination.

As a micro-entity without employees, our principal commitments under this policy are to our customers, to the public, and to any delivery partners and subcontractors ('Our Workforce'). All references to 'employees', 'staff' and 'managers', will be understood to apply to future offers of employment.

The aim is for our workforce, and for our future employees, to be truly representative of all sections of society and, indeed, of our customer base.

The organisation, in providing consultancy services, is also committed against unlawful discrimination of customers or to the public. As an organisation providing services to the public sector, and to visible commercial organisations, this policy represents a management priority.

Our Policy's Purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all members of our workforce.
2. Provide equality, fairness and respect for all who may enter our employment, whether temporary, part-time or full-time
3. Prevent unlawful discrimination according to protected characteristics (Equality Act 2010):
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation

4. Oppose and avoid all forms of unlawful discrimination. This includes in:

- pay and benefits
- terms and conditions of employment
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents
- requests for flexible working
- selection for employment, promotion, training or other developmental opportunities

Our Policy Commitments

At CambridgeCultura we will:

1. Encourage equality, diversity and inclusion in the workplace. This is both a moral obligation, and clearly in the organisation's commercial interest.

2. Create a working environment free from bullying, harassment, victimisation and unlawful discrimination. We seek to promote dignity and respect for all, and to provide an environment where individual differences and the contributions of all staff are recognised and valued.

This commitment will include training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities will include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff would understand that they, as well as their employer, could be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, 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 organisation's 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.

4. Make opportunities for training, development and progress available to all future staff, 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 organisation.
5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Agreement to Follow this Policy

The equality, diversity and inclusion policy is implemented by the Director in the first instance. Subsequent revisions will be made in consultation with employees, workforce and other relevant stakeholders.

Our Disciplinary and Grievance Procedures

In the first instance, all grievances and disciplinary issues should be addressed to the Director.

Internal referrals relating to grievances or disciplinary issues do not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Dr Ralph St Clair Wade
Director, CambridgeCultura Ltd.
28 June 2023.