



EQUALITY, DIVERSITY AND INCLUSION POLICY

Document history

Notes of changes	Version No.	Date of approval and adoption
Equality policy in original format	1.0	24 April 2021
Full Review	2.0	01 June 2023
Revised – changes to remove reference to executive members and replace with board directors.	3.0	05 April 2025
Revised no changes		11 April 2026

THIS EQUALITY, DIVERSITY AND INCLUSION POLICY IS PUBLISHED AS APPROVED

BY

CUMBRIA ASSOCIATION OF LOCAL COUNCILS IN APRIL 2026



Cumbria Association of Local Councils (CALC)

Equality, Diversity and Inclusion Policy

CALC is committed to encouraging equality and diversity among our employees and Executive Committee members and eliminating unlawful discrimination.

The aim is for our employees and board directors to be truly representative of all sections of society and for each employee and board directors to feel respected and able to give their best.

The organisation, in providing a service for parish and town councils, is also committed against unlawful discrimination of parish council members, their employees and members of the public.

The policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - 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
3. 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

CALC commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.
2. Create a working environment free of bullying, harassment, sexual 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.
3. Make opportunities for training, development and progress available to all staff and board directors, 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.
4. Ensure decisions made concerning staff are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
5. 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.
6. 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.

Employee and Board Director responsibilities

1. All employees / board directors should understand that they, as well as CALC, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, against fellow employees, board directors, and the public and should conduct themselves in such a way as to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.
2. All employees / executive members should take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, executive members, 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 / code of conduct, 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.

Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by the CALC board directors.

Our disciplinary and grievance procedures

Details of the organisation's grievance and disciplinary policies and procedures can be found on the CALC website. This includes with whom an employee should raise a grievance.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.