

COMMUNITY LINKS AND HUMAN
EMPOWERMENT INITIATIVE

**DIVERSITY, EQUITY &
INCLUSION POLICY**

JANUARY, 2024

DIVERSITY, EQUITY & INCLUSION

Our Purpose

This 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

SCOPE

This is a policy in line with global standards which has been adapted as required to by local law. To the extent that Nigerian law provides a higher standard this must always be adopted. While this is an internal policy, we expect partners and others working on behalf of community Links and Human Empowerment Initiative to act in accordance with the key principles contained within it, and specific compliance requirements in respect of safeguarding as set out in relevant contractual agreements and included in our due diligence process.

POLICY APPLICATION

The policy also applies to all those engaged, commissioned or contracted to work with or on behalf of community Links and Human Empowerment Initiative (CLHEI). Community Links and Human Empowerment Initiative also expects all partners to have appropriate DEI standards and makes its own policy and procedure available to them.

All those who work or volunteer with community Links and Human Empowerment Initiative will have a clear understanding of what is required by this policy and of what to do if they have any concerns. Community Links and Human Empowerment Initiative Diversity, Equity and Inclusion Policy January 2024.

POLICY PRINCIPLES

CLHEI commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make operational sense
2. 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.

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

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, beneficiaries, vendors and the public.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, beneficiaries, vendors, 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 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.

Policy Information Reference

Status	Final
Date of Last Review	January 2024
Date of Next Formal Review	January 2025



BOARD CHAIRMAN

12th January, 2024

DATE