

1 Purpose

- 1.1 UKCEH People Strategy aims to support the people of UKCEH in all their diversity to reach their full potential and deliver their very best to enable UKCEH to continue to produce impartial and excellent integrated science to meet society's environmental challenges.
- 1.2 UKCEH Values and the Core Expectations set out the way in which we will work together and this policy provides further explanation of the expectations of UKCEH people in relation to diversity and inclusion.
- 1.3 UKCEH aims to provide a working environment that promotes dignity and respect for all. UKCEH people are required to operate in all activities to create an environment which is inclusive, that is: individual differences and the contributions of all employees are recognised and valued.

2 Scope

- 2.1 For the purposes of this policy, the use of the term "UKCEH people" covers UKCEH employees on permanent or fixed and short term contracts, as well as persons who are on secondment to the UKCEH and non-employees such as students, fellows, contractors and other persons carrying out work on UKCEH premises, and/or on behalf of UKCEH.

3 Policy Statement

3.1 Equality, Diversity & Inclusivity Principles

- 3.1.1 UKCEH People Strategy aims to ensure that:
- We seek to create a working culture which is inclusive and provides a sense of belonging with strong emphasis on working together: informing and listening at all levels and through consultation with staff representatives, particularly recognised unions.
 - We value the diversity within our workforce for the performance achievements and variety of perspectives and talents it provides and we will continue to develop approaches to ensure we extend opportunity.
 - We recognise the value of diversity and teamwork to the overall success of UKCEH and that success and competitiveness depend on our ability to embrace diversity and draw on the skills, understanding and experience of all UKCEH people.
 - We treat each other with trust and respect and communicate effectively with others to maintain our inclusive and open working environment.
 - Key standards such as Investors in People and Athena SWAN will continue to be used as external benchmarks and measures underpinning this policy.
- 3.1.2 The UKCEH Equality, Diversity & Inclusion policy exists to promote equality of opportunity and equitable treatment for all employees, job or studentship applicants and other stakeholders and not to discriminate on grounds of legally protected characteristics, ie: age, disability, gender reassignment, marriage and civil partnership, pregnancy, maternity, race, religion or belief, sex, sexual orientation, or trade union membership/activity.
- 3.1.3 It is the responsibility of all UKCEH people in their daily actions, decisions and behaviour to endeavour to promote this ethos and to implement the Equality, Diversity & Inclusivity

policy and principles in their day-to-day dealings with each other, customers, partners and collaborators outside of UKCEH.

3.2 Respect and Integrity

- 3.2.1 UKCEH people are expected at all times to meet the following core expectations which underpin the value of Teamwork: working together effectively with colleagues, partners and customers to achieve long term success:
- Treat others respectfully and professionally
 - Work collaboratively
 - Act inclusively: share ideas and opportunities, information and data across UKCEH
 - Listen to colleagues, staff and managers with respect and challenge constructively
- 3.2.2 UKCEH has a 'zero-tolerance' policy for any behaviour which constitutes discrimination including victimisation, bullying or harassment and will take action in any situation where the working relationships deteriorate and there is a breach of the expected behavioural practices.

3.3 The Equality Act and Equality Standards

- 3.3.1 The Equality Act provides for fair and equitable treatment of staff with regards to protected characteristics. UKCEH will employ best practices and conditions in meeting its obligations as a good employer. This underpins its approach to flexible leave opportunities for staff with parental and carer responsibilities or adapting working practices to facilitate those with health conditions or a disability.
- 3.3.2 UKCEH will strive to meet external benchmarks such as Investors in People, Athena Swan and Disability Confident, demonstrating our commitment to ensuring we provide all staff, including protected characteristic groups, with a supportive environment in which they can develop.
- 3.3.3 UKCEH will collect and analyse data in order to monitor the effectiveness of this Policy, to identify barriers and develop appropriate solutions and to comply with the Equality Act and meet equality standards.

3.4 Equality Impact

- 3.4.1 As an Equal Opportunities employer, UKCEH will consider the requirement for an equality impact assessment when developing new policies or considering changes to existing ones. In this way it seeks to review how particular groups or individuals may be affected and will address implications in line with the assessment.

3.5 Equality Practice

- 3.5.1 Specific interventions, provisions and guidance exist to enable equality practice in relation to protected characteristics. These include enhanced parental provisions; procedures to address discrimination; adopting inclusive practices and adjustments for recruitment and development opportunities.

- 3.5.2 UKCEH recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work. We therefore aim to have a range of practices for reaching and attracting such candidates.
- 3.5.3 UKCEH also has in place flexible working options and procedures in support of this policy, enabling staff to reach their full potential and deliver their best. Procedures outlining the steps by which the policy is operated includes the flexible working and homeworking procedures.
- 3.5.4 Awareness raising in key equality practice areas is delivered within UKCEH in support of this policy, using interventions such as unconscious bias training, respect at work workshops and HR support/advice for relationship building.

3.6 Handling Concerns

- 3.6.1 The Policy exists to support our ethos and shape the way all UKCEH people, including external colleagues and collaborators, interact in order to create a culture aligned to our values. Where breaches of the standards occur there are procedures in place to enable these matters to be raised with UKCEH. Where the concern that the individual(s) wishes to raise is of a personal nature, then the relevant grievance or bullying & harassment procedure should be used or the complaints procedure if raising an issue from outside of the organisation. UKCEH will take any necessary action to address the concerns raised in a sensitive, fair and inclusive manner.
- 3.6.2 UKCEH has a whistleblowing procedure which provides a confidential and safe way in which matters of concern which have been observed, may be brought to the attention of the organisation.

4 Governance

Compliance, monitoring and review

- 4.1 The policy complies with legislation and is underpinned by statutory obligations in the following areas:
- Employment Rights Act
 - Equality Act
 - Public Interest Disclosure Act
- 4.2 This policy is subject to consultation with the Trade Union and endorsed through The Local Joint Consultative Committee. The owner/key responsible person for this policy is Jaqui Dingle, Director for People and Operations.
- 4.3 The policy annexes which accompany this policy and with which all UKCEH people whether employees/non-employees/workers must be familiar are listed at appendix 1.
- 4.4 This policy will be reviewed to incorporate any legislation changes. The Trade Union and/or Management may initiate a request for the policy to be reviewed.

Appendix 1**Equality, Diversity & Inclusion Policy annexes**

Guidance on Supporting Transgender Employees in the Workplace

Guidance on Equality Impact Assessment

Home Working Procedure

Policy cross-reference

Attendance and Leave Policy

Conduct Policy

Onboarding (new starter) Policy

Reward and Recognition Policy

Whistleblowing Procedure

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