



Diversity and Inclusion Statement

Statement Information	
Version	001
Applicable Legislation	Equality Act 2010 UK
Related Policies	Grievance, Disciplinary
Statement Owner	HR Director
SLT Sign off Date	June 2021
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Date of next review	May 2022

Statement

Impact is at the heart of everything we do at the Clean Air Fund. We are working for a world where everyone can breathe clean air. We recognise that while air pollution has no boundaries, it's impact manifests differently for different communities.

In order for our organisation, programmes and projects to be inclusive and equitable, we see the need to build a diverse and inclusive team at all levels of the organisation.

Our aim is for everyone to feel valued and empowered to bring their whole selves to work therefore being able to give their best at work.

Who does this statement apply to?

This statement applies to all Clean Air Fund workers and is an internally facing document.

You will find how we define some key terms in Annexe 1 of this statement.

Why do we care about Diversity and Inclusion?

It helps to ensure that all workers (employees, consultants, volunteers, board and committee members and including job applicants) are not subject to unfair and unlawful discrimination.

It helps to ensure that we provide a working environment in which all current and potential workers feel comfortable and confident that they will be treated fairly. Irrespective of age, disability, gender reassignment, pregnancy/maternity, marriage or civil partnership, race, religion or belief, sex or sexual orientation ("protected characteristics" as per the Equality Act 2010).

What do we care about?

We recognise that people's 'whole selves' means much more than just the legally protected characteristics. We want to encourage diversity and inclusion for all.

We want to ensure all voices are heard and everyone feels empowered to participate, we want to find out what are the barriers and how can we break them down.

We want to build safe spaces that encourage different perspectives across all areas of the organisation and in all locations.



Clean Air Fund Commits to:

We will oppose and avoid all forms of 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, and selection for employment, promotion, training or other developmental opportunities.

1. Creating a working environment which aims to be free of bullying, harassment, victimisation and discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all workers are recognised and valued.
2. Training workers about their rights and responsibilities under the diversity and inclusion statement. Responsibilities include staff conducting themselves in a way which helps the organisation deliver on its commitment to diversity and inclusion as well as prevent bullying, harassment, victimisation and discrimination.
3. Supporting workers to understand their own privileges (and how to do this) and what that means for them, their development and how they work and engage with others.
4. Making 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 and success of Clean Air Fund.
5. Taking seriously and investigating complaints of bullying, harassment, victimisation and discrimination by fellow workers or 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 may amount to gross misconduct and lead to dismissal without notice.
6. Making decisions concerning staff on evidence and merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
7. Monitoring the make-up of the workforce regarding information such as age, sex, gender identity, ethnic background, sexual orientation, religion or belief, and disability and encouraging diversity and inclusion.
8. Reviewing employment practices and procedures when necessary to ensure fairness and updating them and this statement to take account of changes in the law.
9. Assessing how the Diversity and Inclusion statement, and the Diversity and Inclusion plan, are working in practice, reviewing them, taking action to address any issues. Monitoring the statement and plan via 360 feedback, staff surveys and through feedback sought in individual 121's with all staff and their line managers.



10. The Diversity and Inclusion statement is fully supported by the Senior Leadership Team. Each member of the Senior Leadership team will be held accountable to this statement through 360 feedback and Diversity and Inclusion related objective(s) which form part of the performance review process.

How do I raise a concern related to this statement?

If you have a concern related to this statement we would encourage you to raise it informally initially with HR or your manager.

If you have not been able to resolve this issue informally or if the matter is particularly serious please speak to the HR team and/or your manager for further guidance and support or refer to the CAF grievance and/or whistleblowing policies.

What is next?

We recognise that as the Diversity and Inclusion work continues, we will have a better sense of further commitments we may want to make or additional information we may want to include in this statement. We expect this statement to be updated to incorporate learnings from further work included in the Diversity and Inclusion plan. In particular we want to develop clarity on our position on how we, internally, support better equity, diversity and inclusion.

This statement will then be developed into a policy and taken to the Board for approval in 2022

Annexe One - Definition of terms:

(CIPD Definitions)

Diversity refers to demographic differences of a group – often at team or organisational level. Often, diversity references protected characteristics in UK law: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Inclusion is often defined as the extent to which everyone at work, regardless of their background, identity or circumstance, feels valued, accepted and supported to succeed at work.

Equality means equal rights and opportunities are afforded to all. The 2010 Equality Act in the UK protects those with protected characteristics from direct and indirect discrimination in the workplace.

Equity recognises that treating everyone equally has shortcomings when the playing field is not level. An equity approach emphasises that people should not always be treated the same, rather that they are treated according to their own situation.

And for the purposes of this document:

Worker refers to everyone who works with or applies to work with the Clean Air Fund to include all employees, consultants, volunteers, board and committee members as well as job applicants.