**Commonwealth Games England (“CGE”) Equality, Diversity and Inclusion (“EDI”)**

**POLICY STATEMENT**

CGE is committed to encouraging equality, diversity and inclusion in its policies, processes, procedures, practices and people development. CGE will eliminate any unlawful discrimination.

1. **PURPOSE**

The purpose of this policy is to set out CGE’s ambition to foster equality and fairness for all our employees, volunteers, Board members, athletes and Team Leaders; to tackle barriers to equality and inclusion, and to create a culture where everyone feels they belong.

CGE has a legal duty under the Equalities Act 2010 and other related legislation to ensure that none of any employees, volunteers, Board members, athletes and Team Leaders, supplier or member of the public is discriminated against, whether direct discrimination, indirect discrimination, harassment or victimisation on the basis of the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. CGE aims to go further than this basic legal duty, and this policy describes those further aspirations.

This policy and the associated arrangements shall operate in accordance with statutory requirements and Codes of Governance and guidelines of Sport England in conjunction with the Equality and Human Rights Commission, any Government Departments and any other statutory bodies.

* 1. **Related policies and arrangements**

All employment policies and arrangements have a bearing on equality, diversity and inclusion. CGE’s policies will be reviewed regularly, and any discriminatory elements removed and reported on.

* 1. **Summary**

In summary, Commonwealth Games England is committed to encouraging equality, diversity and inclusion in our policies, processes, procedures, practices and people development, and eliminating unlawful discrimination.

1. **Our vision for Equality, Diversity and Inclusion**

CGE recognises that discrimination, harassment and victimisation are unacceptable. It is in the best interests of the organisation and its employees to utilise the skills of everyone.

Our vision is that no employee, volunteer, Board member, athlete or Team Leader receives less favourable treatment (either directly or indirectly) or employment on grounds of the protected characteristics of age, disability, gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, sexual orientation, or the additional characteristics of gender identity, neurodiversity, socio-economic background, military service / veteran status, work experience, working style, communication style, learning style and language skills.

Our aim is to have a diverse team extending across employees, volunteers, Board members, athletes and Team Leaders, and that each person feels respected and able to give their best.

* 1. **CGE’s Commitment**
* To foster a culture of inclusion and respect in which individual differences and the contributions of all our employees and team members are equally recognised and valued.
* No form of intimidation, bullying or harassment will be tolerated. Everyone is entitled to an environment which promotes dignity and respect for all.
* Training, development, and progression opportunities are available to all employees and team members.
* Tol review all CGE’s employment practices and procedures to ensure fairness.
* Breaches of our EDI Policy by employees, volunteers, Board members, athletes and Team Leaders will be regarded as misconduct and could lead to disciplinary proceedings.
* This policy is fully supported by the Chief Executive and Board.

1. **How CGE will bring this policy to life**

CGE will take a zero tolerance approach to all forms of discrimination, harassment, victimisation and all behaviours which do not promote equality, inclusion and diversity. This includes, but is not limited to, racism, sexism, homophobia, transphobia, biphobia, ageism, ableism and any other unlawful and unfair behaviour.

CGE expects all employees and partner organisations to be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential with opportunities such as secondments, event volunteering, leadership programmes and training courses.

Where anyone is in breach of this policy, we will take appropriate action as follows.

* 1. **Grievances / discipline**

Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the CGE Disciplinary Procedure.

* 1. **Responsibilities of management**

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Chief Executive. Managers will ensure that they and their employees and team members operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

* all their employees, volunteers, athletes and Team Leaders are aware of this policy and the arrangements;
* grievances concerning discrimination are dealt with properly, fairly, proportionately and as quickly as possible, with appropriate confidentiality;
* support is provided both to those who bring grievances and those against whom any grievance is brought;
* complainants are kept informed of the progress of any investigations and do not "lose control" of any complaints they bring. So far as is appropriate, complaints should be able to participate in the process as much as they wish to;
* zero tolerance of victimisation is enforced; and
* proper records are maintained.
  1. **Responsibilities of employees and team members**

Responsibility for ensuring that there is no unlawful discrimination rests with all employees, volunteers, Board members, athletes and Team Leaders, and the attitudes of employees, volunteers, Board members, athletes and Team Leaders are crucial to the successful operation of fair practices. In particular, all employees, volunteers, Board members, athletes and Team Leaders should:

* comply with the policy and arrangements;
* not discriminate in their day-to-day activities nor induce others to do so;
* not victimise, harass, or intimidate other employees and team members who have, or are perceived to have one of the protected characteristics or one of the additional characteristics covered by this policy;
* ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic or one of the additional characteristics covered by this policy; and
* inform their manager if they become aware of any discriminatory practice.
  1. **Third parties**

Third-party harassment occurs where an employee, volunteer, Board member, athlete or Team Leader is harassed by third parties, and the harassment is related to a protected characteristic. CGE will not tolerate such harassment of its employees volunteers, Board members, athletes or Team Leaders and the person concerned should inform their manager / supervisor at once if this occurs. CGE will thoroughly investigate any allegation of harassment and take all reasonable steps to ensure any such harassment does not happen again.

* 1. **EDI policy and training**

Equality information will be included in all employee and volunteer induction programmes, and a copy of this EDI policy will be supplied.

Training on this policy and the associated arrangements will be provided for managers and for all employees, and refresher training conducted to keep everyone up to date with any changes to the policy and to ensure this policy is kept fresh in the minds of all employees.

* 1. **Monitoring**
* CGE believes it is appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation. Accordingly, a monitoring system will be introduced to measure the effectiveness of this policy and arrangements.
* This monitoring system will involve the routine collection and analysis of information on employees and team members by gender, marital status, ethnic origin and sexual orientation. Information regarding the number of employees who declare themselves as disabled will also be maintained. Much of this data is not mandatory and provided voluntarily and is anonymised at the aggregate level in line with CGE’s Privacy and GDPR policies (available at the link here [Privacy and GDPR Policies | Commonwealth Games England | Team England](https://teamengland.org/privacy-policy) )
* The information collected for monitoring purposes will be kept as confidential and it will not be used for any other purpose.
* If monitoring shows that the CGE, or areas within it, are not as diverse or representative as our set out in our aspirations, or that sections of our workforce are not progressing properly within the organisation, then an action plan will be developed to address these issues.
  1. **Review**

The effectiveness of this policy and associated arrangements will be reviewed annually under the direct supervision of the Chief Executive Officer.

* Date of policy review – September 2021
* Date of next policy review – September 2023
* Date of action plan to support this policy – October 2021