

CILEX's Equality, Diversity and Inclusion (EDI) Statement

1. Purpose

CILEX (The Chartered Institute of Legal Executives) is committed to promoting Equality, Diversity and Inclusion (EDI) and to supporting a culture that actively values difference and recognises that people from different backgrounds, culture and life experiences can bring valuable insights to the workplace and that it can enhance CILEX's work.

EDI ensures fair treatment and opportunity for all, and it aims to eradicate prejudice and discrimination based on an individual's or a group of individuals' protected characteristics.

2. Definitions

- **Equality** is about ensuring everybody has an equal opportunity, is treated fairly and no one is discriminated, because of their characteristics.
- **Diversity** is about considering the differences between people and groups of people and placing a positive value on those differences.
- **Inclusion** refers to an individual's experience within the workplace or in wider society and the extent to which they feel valued or included. It is about allowing equal access to services and resources.

3. Scope

This statement applies to all CILEX employees. We value everyone as an individual and this is reflected within our values, behaviours and leadership habits as:

- We treat and support everyone fairly, equally and with empathy and respect.
- We lead with integrity and authenticity.

CILEX's EDI Policy and Procedure are fully supported by the Management Team and the Executive Team.

A workplace that encourages Equality, Diversity and Inclusion can help to:

- Make it more successful.
- Keep employees happy and motivated.
- Prevent serious or legal issues arising, such as bullying, harassment and discrimination.
- Better serve a diverse range of customers.
- Improve ideas and problem-solving.
- Attract and retain good employees.

All employees should understand the importance of Equality, Diversity and Inclusion in all areas of work including recruitment, training and promotion, equal pay, religious beliefs and practice, dress

code, unacceptable behaviour, employee dismissal, redundancy, flexible working and different types of leave for parents and guardians.

4. CILEX's EDI Obligations

Recruitment

CILEX creates a job specification, which sets out the competencies necessary for a role. This includes the skills, behavioural attributes and experience required for the role.

We ensure advertisements for jobs vacancies do not contain any information that would be unlawfully discriminatory. Applications from all members of the community are welcome and so far as budgets and logistics will permit, roles will be publicly advertised in at least two different places to reach a wide range of people from different backgrounds. Candidates for roles will be evaluated against the objective criteria set up in the job specification.

CILEX is an Equal Opportunities Employer and we have a Disability Confident Certificate (currently valid until 19th June 2024).

Recruitment, Promotion and other selection exercises, such as redundancy selection will be conducted based on merit and against objective criteria that avoids discrimination and prejudice.

Training

EDI is included in the induction training for new employees, in accordance with CILEX's wider policies. EDI Refresher training should also be completed annually by all employees. Training and Development opportunities are available to all employees, so that they have equal access to opportunities without prejudice due to a protected characteristic.

Appraisals

CILEX conducts performance reviews twice per year to ensure that all employees have access to training and development opportunities pertinent to their job roles.

Equal Pay

All employees doing equal work should have equal pay, benefits and employment contract terms and conditions and the adherence to this will be reviewed regularly. The Equal Pay legislation is aimed at equal pay for men and women undertaking equal work.

Parents who are on Leave

We ensure that employees do not miss out on job or training opportunities and are informed about any important matters or changes in their workplace. These include those that are away from work because of antenatal appointments, pregnancy, maternity leave, paternity leave, adoption leave, parental, shared parental leave and emergency dependant's leave.

Reasonable Adjustment Accommodations

CILEX makes reasonable adjustments to accommodate colleagues with protected characteristics and it monitors and continues to develop work-life balance initiatives to meet the needs of employees within operational requirements.

Secure Workplace

Through the implementation of policies, procedures, and other initiatives, CILEX promotes the dignity and respect of all employees and endeavours to provide a safe and secure workplace free from harassment and bullying. Therefore, we take seriously complaints of bullying, harassment, victimisation, and unlawful discrimination, in the course of CILEX's activities by employees, customers, suppliers and any other stakeholders.

Employment practices and procedures are regularly reviewed to ensure fairness.

CILEX carries out an Equality Impact Assessment (EIA) process (in relation to our Policies, Procedures, Statements, Practice, Service or Functions) to improve the work of CILEX by making sure that it does not discriminate and that wherever possible, Equality, Diversity and Inclusion are promoted. This also encourages individuals and teams to think carefully about the likely impact of their work on our members, students, employees and stakeholders and to take action to improve activities, where appropriate. Please see our EIA Policy and Procedure for further information.

5. Responsibilities

The Executive Team has overall management responsibility, which is delegated to all managers throughout the organisation.

The CILEX Management Team are responsible for leading by example on Equality, Diversity and Inclusion matters and for adhering to the EDI Policy, Procedure and Statement.

The Human Resources Team are responsible for ensuring that all employees are trained in Equality, Diversity and Inclusion matters and for monitoring employment practices.

All employees are expected to understand and adhere to the principles set out in our Equality, Diversity and Inclusion Policy and Procedure, as well as working to prevent, detect and report any forms of discrimination.

The Director of Business Transformation, as the Health and Safety Advisor, is responsible for ensuring that reasonable adjustments are put in place for employees, where required.

6. Raising a Concern

CILEX takes all claims of discrimination very seriously by investigating and if appropriate, taking action against those concerned.

If you raise a genuine concern under the CILEX Equality, Diversity and Inclusion Policy and Procedure, you will not be at risk of exposure, losing your job, suffering any form of retribution, ridicule, harassment or victimisation as a result. You will always be treated with respect.

If you think you are being treated unfairly after raising concerns, it is important that you make us aware of this, so that we can take the necessary actions to protect you.

Any employee who is subject to discrimination is encouraged to refer to the Grievance Policy, in the first instance. An employee having followed the Grievance Procedure and who believes they have

experienced unlawful discrimination has a right to make an Employment Tribunal Claim. For further information, please see the link: [Make a claim to an employment tribunal - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/links/employment-tribunal).

7. Legislation

Equality Act 2010

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