

Policy Name:	<b><i>Equality, Diversity, and Inclusion Policy</i></b>
Policy Ref:	POL/ED/ED/CC/0006
Who it applies to:	Employees, Volunteers, Directors, Board members, Trustees, members, and/or other associated persons
Date of issue:	September 2019
Date last revised:	May 2021
Review date:	October 2022
Version:	1.1
Policy Type:	Corporate
Policy Owner:	Corporate Compliance Manager
Approved by:	Corporate Review Policy Panel (CPRP)
Equality Impact Assessment Screened	Yes
Contractual terms and conditions which will be changed following legal requirements	No
Company Policy relates to:	Group

## Equality, Diversity, and Inclusion Policy

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## Introduction

This Policy forms part of the Chartered Institute of Legal Executives' (CILEX) internal control and corporate governance arrangements. CILEX means here the Chartered Institute of Legal Executives and its subsidiaries.

The CILEX board is committed to ensuring that effective policies, operate throughout CILEX.

This policy is contractual and is intended as a statement of current CILEX policy and its commitment to operate a fair procedure, considering statutory and other guidelines. CILEX therefore reserves the right to amend this policy and procedure as necessary to meet any changing requirements.

This policy details CILEX's response to Equality, Diversity, and Inclusion. The policy documents the roles and responsibilities and outlines the main reporting procedures.

## Purpose and Scope of Policy

CILEX is committed to promoting equality, diversity and inclusion and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the work CILEX does.

CILEX promotes Equality, Diversity, and Inclusion for people with protected characteristics. Protected characteristics are classified as, but not limited to, the following:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

This policy applies to employees who include (but is not limited to), volunteers, board members, committee members, trustees, consultants, contractors, casual employees, sponsored employees, agency workers, apprentices, interns, and stakeholders. The policy also applies to potential employees and visitors to the Kempston site.

CILEX is also committed to equality, diversity, and inclusion in relation to the members it represents, and students, learners, and other stakeholders it interacts with.

## Responsibilities

All employees are expected to understand and adhere to the principles set out in this policy, as well as working to prevent, detect and report any forms of discrimination.

CILEX management are responsible for leading by example on equality, diversity, and inclusion matters, and adhering to this policy.

Human Resources are responsible to ensure all the employees are trained in equality, diversity, and inclusion matters, and to monitor employment practices.

The Director of Business Transformation is responsible for ensuring that reasonable adjustments are in place for disabled visitors. The meeting organiser has responsibility to ensure that, the event of an emergency, visitors can be safely accompanied out of the building.

It is the responsibility of the Corporate Compliance Manager to ensure that this policy is adhered to and reviewed annually. The policy will be revised as necessary to take account of stakeholder feedback, recommendations from the regulatory authorities, changes in legislation, or other relevant factors.

Questions or concerns relating to this policy should be addressed to the Group Privacy Officer ([privacyofficer@cilex.org.uk](mailto:privacyofficer@cilex.org.uk))

## Legal Obligations

This policy complies with the [Equality Act 2010](#).

## References

The following CILEX Group Corporate policies fall within the reach of this policy:

- Whistleblowing Policy
- Data Protection Policy
- Archive, Retention and Destruction Policy
- Contractor Management Policy
- Risk Management
- Grievance Policy
- Bullying and Harassment Policy
- Flexible Working Policy
- Maternity, Paternity, Adoption and Shared Parental Leave Policy
- Safeguarding Policy
- Recruitment and Selection Policy