

## **E3 INITIATIVE DIVERSITY AND INCLUSION POLICY**

### **1. Introduction**

E3 Initiative is committed to promoting equality, valuing diversity, creating an inclusive environment and combating unfair treatment. Equality of opportunity and freedom from discrimination is a fundamental human right and we will exercise leadership and commitment in promoting this right.

E3 believes this will be achieved through its roles as:

- Employer
- Organisation that involves volunteers and supporters
- Partner in the communities where we work

It is E3's policy to respect the diversity of all employees, prospective employees, volunteers, partners, beneficiaries, contractors and suppliers and treat them fairly and equally regardless of characteristics such as gender, sexual orientation, family status, race, caste, culture, nationality, ethnic or national origin, religious belief, age, physical or mental ability, educational background, working patterns, responsibility for dependants, union membership, political affiliation.

Diversity includes all the characteristics, experiences and cultural influences that make each of us unique individuals. Inclusion means that all are welcome at E3 and will be treated with respect and dignity in line with our values, irrespective of their background.

### **2. Guiding Principles**

- E3 is committed to promoting dignity and the basic rights of every person, and works with local partners to support poor and marginalised communities to escape the cycle of poverty through capacity building, training, and networking amongst projects and grants.
- Through our partnerships, we aim to build stronger communities, which can understand and respond to local needs in sustainable ways.
- E3 recognises the unique differences between individuals and aims to create an environment that values and respects the talent and contribution of all people.
- E3 will challenge and support new and existing partners in their efforts to increase diversity awareness, knowledge and skills in their organisation and in the communities, through the provision of appropriate capacity building and resources.

- E3 expects that all employees take individual responsibility to ensure they comply with this policy and fully support and promote the principles of diversity and inclusiveness and encourages all those who interact with it to support these principles.
- Any breach or alleged breach of the policy will be taken seriously, investigated fully and may result in action under one or more of the organisation's harassment, disciplinary, grievance or whistleblowing procedures. In serious cases such behaviour may constitute gross misconduct and may result in dismissal.

### **3. As an employer, E3's objectives for equal and appropriate treatment in employment:**

- Ensure E3 attracts and retains a diverse workforce through appropriate recruitment and selection methods except in a matter of:
  1. Occupational Requirement - in the light of E3's Christian purpose and ethos it reserves the right to exercise legal exemptions under the Equality Act 2010 where it is declared that a Christian faith is integral to the work and requires membership of a recognised church;
  2. Offending background – in any case where the criminal record history relates to the requirements of the post.
- Comply with legislation promoting diversity across different countries and cultures. Whilst legal and cultural frameworks may vary, the commitment from E3 to promote a diversity orientated culture remains.
- Provide fair access to learning and development opportunities, encourage and support staff in fulfilling their potential.
- Provide a safe and accessible working environment that values and respects the identity and culture of each individual and that is free from discrimination, harassment and victimisation.
- Involve members of staff and staff groups on issues that affect them and communicate decisions effectively.
- Ensure all employees are managed in a fair and equitable way with an annual review of performance and the employee's job description.
- Promote opportunities for a healthy work life balance for all employees.

### **4. E3's objectives for effective partnership with partners in Southern Africa:**

- Work with partner organisations to improve the quality of life for all people, and in doing so to provide an environment that is free from discrimination, harassment, violence and that shares and promotes human well-being.
- Value country-based identity, celebrating and respecting the variety of lifestyles, cultures and religions in a fair and sensitive way.
- Encourage and support people to be active in community life and exercise their democratic rights.
- Listen and respond to the views of local communities through appropriate public consultation and participation.

## **5. Related policies**

Safeguarding Code of Conduct

Child Protection and Safeguarding Policy

Bullying, Harassment and Whistleblowing

Discipline and grievance procedures

Volunteering Policy

This policy has been informed by the Charity Commission in England and Wales guidelines on safeguarding of staff, volunteers and people who benefit from our charity's work.

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