
EQUALITY, DIVERSITY & INCLUSION POLICY

Organisation: CulturaLinks Community CIC

Approved by: Board of Directors

Scope: Applies to *all* staff (paid/volunteer), contractors, beneficiaries, and stakeholders across *all* projects.

1. Purpose & Commitment

We actively promote equality and challenge discrimination in:

- **Employment practices** (recruitment, promotions, training)
- **Service delivery** (education, arts, community projects)
- **Partnerships** (vendors, funders, collaborators)

Protected Characteristics Under UK Law:

Age | Disability | Gender Reassignment | Marriage/Civil Partnership
Pregnancy/Maternity | Race incl. ethnicity/nationality | Religion/Belief
Sex | Sexual Orientation

Additional Protections:

- Socioeconomic status
 - Immigration status (e.g., refugees, asylum seekers)
 - Neurodiversity (e.g., autism, ADHD)
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2. Universal Standards

A. For All Staff & Volunteers

- **Recruitment:** Advertisements explicitly encourage applications from underrepresented groups (e.g., "We welcome refugees, disabled candidates, and career changers").
- **Workplace Adjustments:**
 - Flexible hours for parents/caregivers.
 - Ergonomic equipment for disabled staff.
 - Mental health support (e.g., counselling referrals).
- **Training:** Mandatory annual EDI training covering:
 - Unconscious bias
 - Microaggressions
 - Intersectionality

B. For All Projects & Services

- **Accessibility:**
 - Virtual events include live captions/BSL interpreters.
 - Printed materials available in large print and community languages.
- **Cultural Sensitivity:**
 - Project designs incorporate community consultations.
 - Avoid stereotypes in marketing materials.

C. For Leadership

- **Accountability:** Board reviews EDI metrics quarterly (e.g., staff diversity, service user demographics).
- **Transparency:** Publish annual EDI report on website.

3. Prohibited Conduct & Reporting

Zero Tolerance For:

- Direct discrimination (e.g., rejecting a volunteer due to their accent).

- Indirect discrimination (e.g., scheduling meetings during religious holidays).
- Harassment (e.g., racist jokes, ableist language).

Reporting Channels:

1. **Confidential Form:** request by emailing to Oksana.Logvynenko@culturalinks.co.uk
2. **Verbal Report:** To line manager or CEO Oksana Logvynenko.
3. **Anonymous Option:** Via third-party service [e.g., Whispli].

Investigation Process:

- Acknowledged within 48 hours.
- Resolved within 28 days (complex cases may extend).
- Retaliation against reporters is grounds for dismissal.

4. Practical Tools for Implementation

A. Inclusive Language Guide

Avoid	Use Instead
"Disabled person"	"Person with a disability" (person-first) or "Disabled activist" (identity-first, if preferred)
"Normal"	"Non-disabled" / "Neurotypical"
"Guys" (for mixed groups)	"Team" / "Everyone"

B. Accessibility Checklist for Events

- **Physical Spaces:** Ramps, quiet rooms, gender-neutral toilets.
- **Digital Spaces:** Screen-reader compatibility, alt-text for images.

- **Catering:** Vegan/glucose-free/halal/kosher options standard.

C. Diversity Monitoring Form (Anonymous)

Example Questions:

- Do you identify as a person of colour? [Yes/No/Prefer not to say]
- What languages do you speak at home? _____

5. Review & Continuous Improvement

- **Annual Audit:** Compare workforce diversity to local census data.
- **Benchmarking:** Against other CICs in the Arts/Education sector.
- **Staff Feedback:** Pulse surveys every 6 months.

Appendices

1. **Glossary of Terms** (e.g., "Intersectionality", "Neurodiversity")
2. **External Resources** (e.g., Stonewall, Disability Rights UK)
3. **Template for Reasonable Adjustments Request** (see attachment)

Signatures

CEO: Oksana Logvynenko

Board Chair: _____

Staff Acknowledgement: I understand this policy applies to all CulturaLinks activities.

[Name]: _____ [Date]: _____

ATTACHMENT

REQUEST FOR REASONABLE ADJUSTMENTS

Organisation: CulturaLinks Community CIC

Confidentiality: This form will be stored securely and shared only with necessary personnel.

Section 1: Employee/Volunteer Details

- **Name:** _____
 - **Role:** _____ (e.g., Ukrainian School Teacher, Event Coordinator)
 - **Project/Team:** _____
 - **Contact Email/Phone:** _____
 - **Preferred Communication Method:** ☐ Email ☐ Phone ☐ In Person
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Section 2: Adjustment Request *(Please specify)*

Nature of Request:

- ☐ Workplace adjustments (e.g., ergonomic equipment, flexible hours)
- ☐ Accessible formats (e.g., large print, screen reader-compatible documents)
- ☐ Support for disability/chronic illness (describe): _____
- ☐ Religious/cultural needs (e.g., prayer breaks, holiday accommodations)
- ☐ Neurodiversity support (e.g., quiet workspace, written instructions)
- ☐ Other: _____

Detailed Description: What specific barrier are you facing? How would this adjustment help you?

Example:

"I have rheumatoid arthritis and need a sit-stand desk for home office work to avoid joint pain."

Section 3: Supporting Evidence *(Optional but helpful)*

- ☐ Medical letter (disability-related)
- ☐ Religious/cultural documentation
- ☐ Previous workplace adjustment records
- ☐ None available

Attach files or describe: _____

Section 4: Proposed Solutions *(To be completed with manager)*

1. **Suggested Adjustment:**
[e.g., "Provide ergonomic chair and footrest"]
 2. **Alternative Options Discussed:**
[e.g., "Hybrid work to reduce commuting pain"]
 3. **Timeline for Implementation:**
☐ Immediate ☐ Within [____] weeks
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Section 5: Approval & Follow-Up

Reviewed by (Manager): _____

Decision: ☐ Approved ☐ Partially Approved ☐ Denied (Reason: _____)

Implementation Date: 26.03.2025

Review Date: _____ (Recommended: 3–6 months)

Employee Feedback: How effective is this adjustment? Additional needs?

Key Notes for CulturaLinks:

1. **Legal Compliance:** Under the **Equality Act 2010**, you must consider requests unless they cause "undue hardship" (e.g., extreme cost).
2. **Remote Workers:** Adjustments may include:
 - Home office stipends for equipment.
 - Software (e.g., speech-to-text tools).
3. **Event Staff:** Examples:
 - Reserved seating for mobility aids.
 - Sign language interpreters.

Process Flowchart

Request Submitted → Manager Review (5 working days) → Trial Period (if needed) → Implementation/Permanent Review