

Equality, Diversity & Inclusion Policy

1. Purpose

This policy sets out disAbility Cornwall & the Isles of Scilly's commitment to equality, diversity, and inclusion. It supports a culture where individuals are respected, treated fairly, and empowered to thrive, free from discrimination.

2. Scope

This policy applies to all directors, staff, volunteers, job applicants, clients, partners, and contractors. It covers employment, volunteering, governance, service delivery, and external partnerships.

3. Policy Statement

We believe equality, diversity, and inclusion benefit every person and organisation we engage with. As a Disabled People's User-Led Organisation, we actively promote fairness and oppose discrimination in all forms. We are committed to meeting the needs of individuals, including those with protected characteristics under the Equality Act 2010, and other identities such as carers, people in rural or digital exclusion, and people from low-income backgrounds.

4. Responsibilities

All staff must consider equality in their work. We use a proportionate approach:

- Equality Screening Tool is used for all new or updated policies, procedures, and small service changes (Appendix 1).
- Full Equality Impact Assessment (EIA) are only used when screening shows a possible significant impact, or when required by funders or law (Appendix 2).

Managers, with support from the Evaluations Officer, must make sure screenings and EIAs are completed consistently, stored securely, and that any actions are carried out and monitored.

- The Chief Executive oversees the implementation of this policy.
- Contractors and partners are expected to uphold these values in their work with us.
- All staff and volunteers must follow the policy and challenge unfair treatment.

5. Values

Our values represent what is important to us as an independent, user-led organisation. They guide our actions and behaviours as we work together towards our vision of 'A fully inclusive society, with equality of opportunity for all':

- Our passion for equality – Inspiring each-other, demonstrating fairness, commitment and accountability
- Respect for Self and Others – Being open-minded, reliable and approachable, acting with integrity in everything we do
- Being supportive – Having an inclusive, positive and empathic approach to supporting others and ourselves

6. Procedures

6.1 Equality Commitments

- Promote inclusive, accessible, and equitable services.
- Treat every individual with dignity and respect.
- Provide inclusive employment and training opportunities.
- Challenge and address discrimination, harassment, or victimisation.
- Serve as a Third-Party Hate Crime Reporting Centre.

6.2 Service Delivery

- Services are designed to meet the diverse needs of stakeholders.
- Clients' views, wishes, and privacy are respected at all times.
- We support individuals facing discrimination, including liaising with other services if needed.

6.3 Confidentiality

- All personal information is managed in line with GDPR and our Data Protection & Confidentiality Policy.

6.4 Employment

- Recruitment and retention are inclusive and merit-based.
- Positive steps are taken to build a workforce that reflects our communities.
- Any reports of bullying or discrimination are taken seriously and addressed. These are dealt with under separate policies.

6.5 Governance

- Senior Leadership commits to ongoing EDI training and awareness in the organisation.
- All Staff commit to annual Equality, Diversity and Inclusion Awareness Training

6.6 Partnerships

- We work with partners who share our values and require contractors to comply with this policy.

7. Associated Policies and Legislation

- Code of Conduct
- Data Protection and Confidentiality Policy
- Recruitment & Selection Policy
- Bullying and Harassment Policy
- Sexual Harassment Policy
- Disciplinary Policy
- Whistleblowing Policy

8. Monitoring and Review

This policy is reviewed by the Internal Operations Lead, Governance & Compliance Officer and Evaluation, Research & Systems Officer every three years or sooner if legislation changes. Updates will be approved by the CEO and shared with all relevant stakeholders. The policy will be monitored through EDI staff surveys, and service delivery.

9. Equality and Human Rights Statement

This policy has been reviewed for its impact on equality and human rights. It supports our commitment to fairness, inclusion, and respect for all.

Document Control				
Version	Date	Review Due	Author/s	Approved by
V2	May 2026	May 2029	Internal Operations Lead, Evaluation, Research & Systems Officer, Governance & Compliance Officer	

Equality Screening Tool - Appendix 1



Project/Policy/Procedure Title:	
Completed by:	
Date:	
1. What is this policy, procedure, or service change about? (What are you doing or changing?)	
2. Who will this affect? (Which staff, volunteers, clients or others?)	
3. Could any groups be negatively impacted? (Does this change make anything harder for anyone?)	
Age, Disability, Gender reassignment, Pregnancy & maternity, Marriage/civil partnership, Race/ethnicity, Religion/belief, Sex, Sexual orientation Additional considerations: Carers, Rural communities, Digital exclusion, Low-income households	
4. What can we do to reduce or avoid any negative impact? (How can we make this fair and accessible?)	
5. Screening outcome (What is the overall result?)	
<input type="checkbox"/> No negative impacts identified <input type="checkbox"/> Minor or manageable impacts – actions above will address these <input type="checkbox"/> Potential significant impact – a Full Equality Impact Assessment is required	
Decision authorised by (Manager): Name:	
Date:	

Equality Impact Assessment (EIA) Template Guidance – Appendix 2

This guidance explains how to complete an Equality Impact Assessment (EIA).

An EIA should be carried out whenever a new or significantly changed policy, project, service, or activity is developed, and revisited regularly as part of ongoing review.

In this template, “activity” refers to any work, service, programme, policy or project being assessed.

At disAbility Cornwall & Isles of Scilly (DC), equality impact assessments form part of our duty under the Equality Act 2010 to consider how our work affects people with different characteristics and lived experiences.

The Equality Act identifies nine *protected characteristics*: age, disability, race (including ethnicity and nationality), religion or belief, sex, sexual orientation, gender reassignment, pregnancy and maternity, and marriage or civil partnership.

In Cornwall, and within our organisation, we also recognise additional factors that can influence equality and inclusion:

carers and caring responsibilities, digital exclusion, rurality, and lower socio-economic background.

As part of our general equality duty, we must have due regard to the need to:

- Eliminate discrimination, harassment, and victimisation
- Advance equality of opportunity between people with different characteristics
- Foster good relations between people who share a protected characteristic and those who do not

Assessing for Equality Impact

Before starting an assessment, make sure you understand:

- the purpose of the programme or activity
- its intended outcomes and beneficiaries
- and any risks or unintended consequences

The level of detail required should be proportionate to how relevant the activity is to equality and inclusion. Not every question may apply, but where there is a potential impact, describe it clearly and use evidence wherever possible.

As you work through Sections A–J of the EIA template:

- Focus on the areas of the activity most likely to affect people differently.
- Use available evidence (e.g. data, feedback, consultation, research) and identify any gaps.
- Explain your reasoning and link it to real examples or sources.
- Note any actions that could reduce barriers or strengthen positive outcomes (see Section J: Action and Mitigation).
- If an activity may have a negative impact but must proceed, record the justification clearly in Section I: Outcomes.

Remember that an EIA is not only a compliance tool - but it also helps us make more inclusive, transparent, and fair decisions that reflect the needs of the people we support.

Equality Impact Assessment (EIA) Template



A. Name and nature of the activity
What is the purpose of this activity? Who will benefit? What are the intended outcomes?

B. Reason for Equality Impact Assessment
Please choose as applicable: <input type="checkbox"/> Proposed new activity <input type="checkbox"/> Proposed change to existing activity <input type="checkbox"/> Undertaking a review of existing activity <input type="checkbox"/> Other (please state below):

C. Person responsible for the new/reviewed activity
Name: Job Title: Department/Team:

D. Person responsible for undertaking the EIA
Name: Job Title: Department/Team: Date:

E. Activity's beneficiaries
Who will be affected by this proposal/change? Please list who are the external/internal clients, communities, partners, stakeholders, the workforce of the assessed activity. Please consider the long-term and short-term effects of this activity.

F. Assessment of Impact

What are the likely positive and negative impacts of the groups identified in above? What particular groups are affected more than others and why?
 Will this activity lead to discrimination (direct or indirect), harassment, victimisation, or less favourable treatment of people with protected characteristics?
 If you need more space for explanation or evidence, please remember you can always add attachments for it and just refer to it in the table below.

Characteristic	Positive Impact	Negative Impact	No Impact	Explanation/Evidence
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Marriage or civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pregnancy and maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Carers/caring responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Digitally excluded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rural communities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lower socio-economic background	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

G. Evidence and Data

What involvement, research and consultation (if any) has been done in relation to this activity?

Please describe here what actions have been taken prior this assessment or state that nothing has been done yet, therefore the actions section (if required) will include this.

Are there any gaps in evidence/ insufficient information to properly assess the impact of proposed/reviewed activity, and how will this be addressed?

Does this activity involve partners, contractors, suppliers or commissioned services? If yes, how will equality and accessibility expectations be built in?

Could people experience a combined impact because of more than one characteristic or circumstance? For example, disability and age, rurality and digital exclusion, or caring responsibilities and low income.

Is there an opportunity for proposed/reviewed activity to foster good relations between groups?

Do you need to make any reasonable adjustments to the proposed/reviewed activity to avoid discrimination or advance equality of opportunity? E.g. changing the location venue for an event, adjusting interview questions, or providing information in easy read.

H. Evaluation

Is it possible the proposed/reviewed activity could discriminate or unfairly disadvantage people under the Equality Act 2010 and beyond?

Please provide explanation or justification.

I. Equality Impact Assessment Outcomes

Please select one of the four options below to indicate how the development or review of the activity will be progressed and state the rationale for the decision.

- **Option 1:** No change is required - the assessment is that the activity will proceed.
- **Option 2:** Adjust or change the activity - this involves taking steps and actions identified in the table below (section J.) to remove the barriers, to better advance equality and/or to foster good relations.
- **Option 3:** Proceed with caution - continue the activity despite the potential for adverse impact and with the awareness that this activity may favour some people less than others, providing justification for the decision and with mitigation actions listed in the table below (section J.) in place.
- **Option 4:** Stop the activity – as there are adverse effects that cannot be prevented or mitigated.

Outcome	Option
Justification	

J. Action and Mitigation

Please specify the actions required to implement the finding of this assessment and how the activity's equality impact will be monitored in the future.

You may find it helpful to answer the following questions:

- What steps or actions will you take to mitigate the negative impact?
- What will be monitored in relation to that and who will be responsible for monitoring this? E.g. project lead or programme manager
- What will successful completion look like?
- Date of completion/review date

--

Date completed			
Signed by Manager			
Review date (if applicable)			
Change Log			
Name	Date (when published)	Version	Change

Saving, Publishing and Storing Completed EIAs

The current Equality Impact Assessment template is saved as a Word document in:

All Staff - Documents > Equality Impact Assessment > Template for downloading

When completing an EIA, please follow the steps below:

1. Download a copy of the template from the folder above.
2. Save the copy to your own device before completing it.
3. Complete the template as fully as possible, using relevant evidence, research, consultation, data and supporting information where available.
4. Save the completed document using the following format: Project Title Date
5. Once the EIA has been reviewed and approved by the relevant manager, and all required signatures have been added, export a PDF copy.
6. Publish the final PDF version in the Equality Impact Assessment folder within the All Staff folder.
7. Send the completed editable Word version to: governance@disabilitycornwall.org.uk

Where multiple EIAs are completed for the same activity, or where further evidence, research or data is added later, please create a folder in the Equality Impact Assessment folder using the activity or project title. All related EIAs and supporting documents should be saved together in that folder.

Completed EIAs may be used for internal review and may also be made available externally upon request. Please ensure that all information, evidence and supporting documents are appropriate, clearly labelled and ready for publication where required.