Title of Policy/Procedure: **EQUALITY, DIVERSITY & INCLUSION POLICY**

Ratified by MC (Chair signature): ……..

Date of ratification by MC: ……..

Review Date: ……..

STATEMENT OF INTENT

The intention of this policy is to

- create an organisational culture within CADA NI that is tolerant, open and inclusive, and where people feel safe, where differences are accepted, and engagement with and contributions from all are encouraged, valued and respected.
- mainstream equality into every aspect of our work.

RESPONSIBILITY

Overall and final responsibility for ensuring equality, diversity and inclusion within CADA NI lies with the Management Committee. It is expected that all members, volunteers and any associated personnel will adhere to this policy.

POLICY IMPLEMENTATION

CADA NI will:

1. Treat everyone with dignity and respect
2. Promote equality and diversity in all its activities. Promote inclusive processes, practices and culture, irrespective of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief and sex or sexual orientation.
3. Promote equality of all people and respect for the dignity of people via adherence to the Dóchas Code of Conduct on Images and Messages.
4. Seek diverse representation of the international development sector within its membership.
5. Continue to strive towards a diverse and inclusive culture that recognises and develops the potential of all members, volunteers, and associated personnel.
6. Be proactive in taking steps to ensure inclusion and engagement for all the people who work on CADA NI's behalf and with us.
7. Ensure all CADA's activities are accessible to people with disabilities.
8. Express opinions constructively with sensitivity and respect.

9. Be committed to good practice and consider legislative and regulatory requirements and best practice guidance.
10. Not accept and deal appropriately with any form of harassment, abuse, bullying or intimidation, related to CADA NI, on the grounds of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief and sex or sexual orientation.

DEALING WITH COMPLAINTS

1. The Management Committee will take complaints of discrimination and harassment very seriously.
2. They will investigate them thoroughly and provide opportunities for the person making the complaint to speak in a safe environment about their experience.
3. If the complaint is against a particular individual, the Committee will hear their point of view.
4. The Committee will decide the action to take based on the principle of ensuring the continued inclusion and safety of anyone who has experienced discrimination or harassment.
5. CADA NI will withdraw membership or volunteering position from anyone found in breach of this policy.