**Introduction**

Gloucestershire Community Foundation is striving to create an inclusive workplace where everyone feels valued and respected because of their difference – a place where every employee can be themselves so they can reach their potential helping us achieve our charitable goals.

We want our organisation to be innovative and reflective of the communities we work to serve, to ensure equality and diversity is embedded in our culture. The more we collaborate and value difference the closer we get to living in a truly inclusive community.

In this plan, equality refers to ensuring equal opportunities and fairness for employees and job applicants. Equality legislation, specifically the Equality Act 2010, is designed to prevent discrimination from ‘protected characteristics’; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Diversity can mean different things to different people. In our organisation diversity refers to recognising and respecting and valuing differences in people, including people of different race, gender, age, social and economic backgrounds, sexual orientation, experiences, skills, and opinions.

Inclusion at work means creating a sense of belonging, valuing our differences, and ensuring that everyone’s voice is heard. An inclusive approach to external engagement means encouraging, facilitating and welcoming participation from a range of people and organisations.

This equality, diversity and inclusion strategy provides us with a road map to create an inclusive workplace.

**Vision**

To have a respectful and supportive workplace that enables us to attract and retain a diverse workforce that represents our customers and community.

**Purpose**

This strategy is a two-year plan to help us achieve our business and people goals. It provides a shared direction and commitment for the organisation so we can work together to respect and value our diverse workforce and build a more inclusive workplace. It comprises of three key goals and identifies the priorities and actions we will take over the next two years. It outlines the key roles and responsibilities and how we will track progress and measure success.

**Goals**

**1. Workforce diversity** – recruit from a diverse, qualified group of candidates to increase diversity of thinking and perspective amongst our staff, trustee board and grant panel members

**2. Workplace inclusion** – foster a culture that encourages collaboration, flexibility and fairness to enable all employees to contribute to their potential and increase retention

**3. Sustainability and accountability** – identify and breakdown systemic barriers to full inclusion by embedding diversity and inclusion in policies and practices and equipping leaders with the ability to manage diversity and be accountable for the results.

**Plan**

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| **Goals** | **Objective** | **Actions** | **Responsibility** | **Date** | **Measurement of success** |
| **Workforce diversity** | Recruit from a diverse, qualified group of candidates to increase diversity of thinking and perspective | 1. Advertise roles in a broad range of platforms, share widely in both corporate and charity sector publications 2. Ensure a diverse range of candidates are represented at shortlist stage | Managers recruiting | All recruitment from January 2023 | Increase in the representation of diverse employees and volunteers on our Trustee board and community grant panels |
| **Workplace inclusion** | Foster a culture that encourages collaboration, flexibility and fairness to enable all employees to contribute to their potential and increase retention | Provide inclusive leadership training for managers | Senior Leadership Team | Senior Managers undertake training in first quarter of 2024 | Training completed by at least one member of senior staff |
| **Sustainability and accountability** | Identify and breakdown systemic barriers to full inclusion by embedding diversity and inclusion in policies and practices and equipping leaders with the ability to manage diversity and be accountable for the results | Ensure all employee policies enable flexibility and fairness to people with different abilities, backgrounds, and caring responsibilities | Senior leadership team | Review staff handbook by December 2023 | Handbook is reviewed for inclusive practice and is regularly monitored. |

**Roles and responsibilities**

All GCF employees and Trustees have the responsibility to maintain an environment that is safe, respectful and productive. Everyone has the right to be treated fairly within the workplace in an environment that recognises and accepts diversity. We can all contribute by participating in workplace diversity and inclusion activities and opportunities and complying with all anti-discrimination and workplace diversity legislation. Managers and supervisors can contribute by displaying a positive commitment to workplace diversity and inclusion, being role models, fostering an inclusive workplace culture, dealing quickly and effectively with inappropriate behaviour and participating in diversity training and encouraging team members to attend. The success of the strategy is dependent upon the support of everyone in the department. Everyone has a responsibility for contributing to a culture which supports and values diversity and inclusion.

**Evaluation**

The effectiveness and achievement of our goals for diversity and inclusion will be reviewed and reported on quarterly. The report will be provided to the CEO and the executive team. The review will focus on the implementation of the actions, the progress made and successes. It will also identify any adjustments required to improve effectiveness. The evaluation will include:

* A qualitative assessment of progress or achievement of the actions
* A quantitative assessment of the impact of the strategy on employee perceptions and experience of the culture of the organisation The outcome of the evaluation and review will guide the development of further action plans.