



Equality, Diversity and Inclusion Policy

Version:	1.0
Consultation	
Approved by:	Senior Management Team
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Lead Manager:	Business & Operations Director
Responsible Director:	Chief Executive
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Version Control

Version	Date	Who	Changes

Implementation

Task	Who	When
Email with key points and link to policy sent to all staff		
Key points included in staff handbook and induction material.		

Introduction

We are an equal opportunities employer. We are committed to equality of opportunity and to providing a service which is free from unfair and unlawful discrimination. The aim of this policy is to ensure that no applicant or member of staff receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All employees are covered by this policy and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. Policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

All employees, workers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Company.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our Company as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with managers, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the organisation.

Our aim is for our workforce to be truly representative of all sections of society and our service users, and for each employee to feel respected and able to give their best.

Equality, diversity and inclusion affects all aspects of the organisation, for example, in the recruitment of core staff, volunteers and associates, flexible working requests, when new patients are assigned a therapist, development opportunities. Further information on specific areas will be covered in the relevant policies and SOPs.

Policy Statements

Age

We will:

- ensure that people of all ages are treated with respect and dignity;
- ensure that people are given equal access to our employment, training, development and promotion opportunities; and
- challenge discriminatory assumptions about younger and older people.

DISABILITY

We will:

- ensure that people with a disability are treated with respect and dignity;
- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities;
- challenge discriminatory assumptions about disabled people; and
- seek to continue to improve access to information by ensuring availability of loop systems, braille facilities, alternative formatting and sign language interpretation.

RACE

We will:

- ensure that people from all races and ethnicities are treated with respect and dignity
- challenge racism wherever it occurs;
- respond swiftly and sensitively to racist incidents; and
- actively promote race equality in the Company through our recruitment processes.

GENDER

We will:

- ensure that people of any gender are treated with respect and dignity
- challenge discriminatory assumptions about gender;
- take positive action to redress the negative effects of discrimination against everyone;
- offer equal access for everyone to representation, services, employment, training and pay; and
- provide support to prevent discrimination against transgender people who have or who are about to undergo gender reassignment.

SEXUAL ORIENTATION

We will:

- ensure that people of any sexual orientation are treated with respect and dignity
- challenge discriminatory assumptions wherever it occurs; and
- ensure that we take account of the needs of everyone, including the LGBTQ+ communities.

RELIGION OR BELIEF

We will:

- ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible;
- challenge discriminatory assumptions wherever it occurs; and
- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

PREGNANCY OR MATERNITY

We will:

- Ensure that people are treated with respect and dignity during pregnancy and during maternity leave;
- challenge discriminatory assumptions about pregnancy and maternity leave; and
- ensure that no individual is disadvantaged as a result of pregnancy or maternity leave and that we take account of the needs of our employees during pregnancy and during maternity leave.

MARRIAGE OR CIVIL PARTNERSHIP

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership;
- challenge discriminatory assumptions about the marriage or civil partnership of our employees; and
- ensure that no individual is disadvantaged as a result of their marriage or civil partnership status.

EQUAL PAY

We will:

- ensure that all employees have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.

Microaggressions and Unconscious Bias

Microaggressions and unconscious bias can negatively affect dignity, confidence and inclusion. Microaggressions may be subtle or indirect behaviours, comments or actions that communicate stereotypes or assumptions about an individual or group. Unconscious bias refers to attitudes or beliefs that operate outside of our awareness and can influence decision-making and interactions. All staff are expected to reflect on their behaviour, challenge their own assumptions, and avoid actions that may contribute to an unwelcoming or exclusionary environment. The organisation is committed to raising awareness and supporting staff to address these behaviours constructively. Concerns regarding microaggressions or bias will be taken seriously and managed in line with our conduct and complaints processes.

Duties

CEO	To take overall responsibility for compliance and implementation and to create a culture that supports equality, diversity and inclusion and to provide a model for upholding and promoting these principles and values.
Business & Operations Director	Responsible for compliance and implementation
All staff and associates	To comply with this policy and actively support and promote equality, diversity and inclusion.

Our commitments

Our commitment as an employer

To create an environment in which individual differences and the contributions of our staff are recognised and valued and make decisions concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

Every employee, worker or self-employed contractor is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

Training, development and progression opportunities are available to all staff. All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

To work towards monitoring the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy. Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them, and considering and taking action to address any issues.

Equality in the workplace is good management practice and makes sound business sense.

We will review all our employment practices and procedures to ensure fairness.

Our commitment as a service provider

We aim to provide services to which all patients are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or social class.

We will make sure that our services are delivered equally and meet the diverse needs of our patients by assessing and meeting the diverse needs.

This policy is fully supported by senior management and will be monitored and reviewed every two years.

We have clear procedures that enable our patients, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.

Breaches of our Equality and Diversity Policy will be regarded as misconduct and could lead to disciplinary proceedings.

Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by senior management.

Our disciplinary and grievance procedures

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

CDS Equality Statement

CDS UK commits to building a workforce which is valued and whose diversity reflects the communities it serves, enabling it to deliver the best possible assessment and treatment services to those communities. CDS UK strives to attract and retain staff from diverse backgrounds and communities and strives to ensure that:

- everyone who works for CDS UK should be able to achieve his or her full potential, in an environment characterised by dignity and mutual respect
- the past effects of institutional discrimination are identified and remedial action taken
- equality of opportunity is guaranteed and where it is not provided, the issues are addressed seriously and effectively.
- individual difference and the unique contribution that individual experience, knowledge and skills can make is viewed positively
- job descriptions, person specifications and the terms and conditions of service fit with the needs of the service and those who work in it, regardless of age, disability, race, nationality, ethnic or national origin, gender, pregnancy or maternity, marriage or civil partnership, religion, beliefs, sexual orientation, domestic circumstances, social and employment status, HIV status, gender reassignment, political affiliation or trades union membership.

