



**HR** POLICIES & PROCEDURES

# **CABI** Equality, Diversity & Inclusion (EDI) Policy

July 2021

**KNOWLEDGE FOR LIFE**



## Mission

**CABI improves people's lives worldwide by providing information and applying scientific expertise to solve problems in agriculture and the environment.**

## Introduction

At CABI, diversity begins with our member countries. This policy sets out our approach to equality, diversity, and inclusion to support the development of CABI as an international organization with global operations.

We are committed to providing a safe and healthy working environment where all employees can realise their full potential and believe that equality, diversity, and inclusion is fundamental to the achievement of our mission. We seek to build a 'One CABI' culture defined by collaboration and innovation as drivers of performance in which all employees feel they can bring their whole selves to work to meet the needs of our beneficiaries, donors, partners, and our business.

We aim to recruit and promote employees on the sole basis of their ability to fulfil the requirements of the job and as an equal opportunities employer we welcome applications from candidates irrespective of their age, gender, race, colour, nationality, ethnic or national origin, disability, religion, sexual orientation, or marital status.

## Scope

This policy applies to members of the Board, to CABI employees, officers, consultants, contractors, casual workers, and agency workers worldwide when acting on behalf of CABI. This policy does not form part of any employee's contract of employment and may be amended at any time.

This policy will be implemented in the context of local legal environments.

## Policy

CABI aims to embed equality, diversity and inclusion in its practice and culture and will not tolerate discrimination, victimisation, or harassment.

CABI is committed to taking the required actions to support this policy. To achieve equality of opportunity, it is recognised that to be treated fairly, sometimes people need to be treated differently. For example, adjustments to accommodate employees or applicants with ADHD or dyslexia.

## Purpose

**We believe that equality, diversity, and inclusion is fundamental to the achievement of our mission, and the purpose of this policy is to:**

- help build a 'One CABI' culture defined by collaboration and innovation as drivers of performance in which all employees feel they can bring their whole selves to work to meet the needs of our beneficiaries, donors, partners, and our business;
- provide equality, fairness, and respect for all in our employment, whether temporary, part-time, or full-time;
- not to discriminate because of age, disability, gender reassignment, marital status, pregnancy and maternity, race, religion or belief, sex, and sexual orientation;
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training, or other development opportunities.

**We commit to:**

- promoting an open and inclusive workplace culture where people from all backgrounds can work together with dignity and respect to embrace and maximise the talents of all;
- creating a working environment free of bullying, harassment, victimisation, and unlawful discrimination;
- complying with legal obligations in a transparent manner;
- developing and publishing CABI-wide Equality, Diversity & Inclusion Key Actions;
- seeking to identify and remove barriers to inclusion and taking measures to eliminate discrimination;
- assessing the impact of policies and practices to identify, remove or mitigate any disadvantage to under-represented groups;
- 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;
- taking action to redress any gender or other imbalance including monitoring the recruitment and progress of staff, collecting equalities information and data and publishing this, and acting on any inequality revealed by the data;
- promoting awareness and understanding of EDI matters among staff through policies, training, guidance, and awareness campaigns;
- ensuring that existing staff and external applicants are treated fairly and judged solely on merit and by reference to their skills and abilities;
- ensuring that our offices are, as far as reasonably possible, welcoming, and accessible to all;
- reviewing employment policies, practices, and procedures when necessary to ensure fairness, and also update them and this policy to take account of changes in the law;
- making reasonable adjustments to recruitment, workplaces, and work processes to be fully inclusive to people with different needs and working styles;
- dealing with any acts of discrimination, harassment and bullying appropriately under the relevant CABI policy and taking appropriate action where necessary.

## Roles and Responsibilities

All CABI staff are responsible for meeting these commitments to value diversity and create an inclusive environment, and all staff are expected to become familiar with and observe the spirit and letter of our equality, diversity and inclusion related policies and practices.

## Specific Responsibilities

The Executive Management Team (EMT) and all Senior Managers are responsible for providing inclusive leadership, visible commitment, and role modelling of inclusive behaviours.

## HR

The HR team is responsible for ensuring staff related services, policies, processes, and procedures are in line with the commitments in this policy.

## Legal Framework/disciplinary action

Any breaches of the legislation on equal opportunities or of our equality, diversity and inclusion related policies may lead to legal and/or disciplinary action.

## Monitoring and Review

This Policy will be reviewed on regular basis to ensure that it reflects best practice and current legislation. We will consult widely with the CABI Staff Council, local managers, and key stakeholders including Prospect our trade union in the UK.

## Complaints Procedures related to Equality, Diversity and Inclusion

CABI expects all staff to treat others equitably, with dignity and respect. Any members of staff who believe they have been discriminated against, harassed, or bullied have the right to make a complaint free from victimisation or fear of retaliation.

When making a complaint, normally the matter should be raised informally in the first instance with your immediate line manager or a member of the HR team, or by using the following procedures, as appropriate (the Safeguarding and Whistleblowing Policies include an Independent Reporting Service):

- CABI Code of Conduct
- CABI Management Code of Conduct
- Dignity at Work Policy
- Grievance Policy
- Safeguarding Policy
- Whistleblowing Policy

