

# Equal Opportunities Policy

*Adopted by Trustees 19/03/26*

## 1. Aims and Scope

Cambridge Carbon Footprint is committed to the principle of equal opportunities and opposes unfair discrimination on the grounds of gender, marital status, race, ethnic origin, nationality, disability, sexuality, religion or age. It aims to create a culture that respects and values differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their full potential. This policy is focused in particular on promoting equality and fairness in the dealings of Cambridge Carbon Footprint with company members, employees, volunteers, service users and members of the public.

## 2. Our Commitments

Cambridge Carbon Footprint is committed to ensuring that individuals are treated fairly in all aspects of their employment, or volunteering, or interactions as service users or members of the public, with Cambridge Carbon Footprint. It is committed to ensuring that selection for employment, training, promotion or any other benefit is on the basis of merit and ability only. It is committed to maintaining a working environment in which harassment, bullying or intimidation are not tolerated.

## 3. Implementation

Cambridge Carbon Footprint is an Equal Opportunities employer. We will ensure that all new employees, volunteers, company members and trustees receive induction on the policy and that consultants, trainers and facilitators are fully informed.

Employees, company members and volunteers all have a duty to co-operate with the organisation to ensure that the policy is effective. They should draw the attention of their line manager, or a trustee if appropriate, to suspected discriminatory acts or practices or cases of bullying or harassment. Breaches of the Equal Opportunities Policy will be regarded as misconduct and could lead to action being taken, for example, disciplinary action against employees, termination of contracts for services of consultants or trainers, or withdrawal of volunteer agreements.

Copies of the policy will be freely available in Cambridge Carbon Footprint's offices and on our website.

## 4. Complaints

An employee or volunteer who thinks he or she may have been discriminated against should raise the matter with his or her line or volunteer manager. Initially the

employee/volunteer and manager should aim to resolve the matter informally. It may be that discriminatory action is unwitting and easily resolved once the problem is clear. If he or she is dissatisfied with the outcome, the complaint is very serious, or the line manager is the cause of the complaint, the employee/volunteer should raise the matter with one of the Trustees.

A company member, service user or member of the public who thinks he or she may have been discriminated against should consult the CCF Complaint policy on how to take the matter forward.

## 5. Reviewing and monitoring

This policy will be reviewed annually by Trustees.

*End*