



## **Equality Diversity and Inclusion (EDI) Policy**

This document details the policy of Women in the Fire Service (WFS) UK company number 6577352.

If you have any queries about this policy and or procedure, please contact The Company Secretary via the website: <https://wfs.org.uk/>

### **Policy Statement**

WFS is committed to promoting equality, diversity and inclusion in all its activities and aims to foster an inclusive environment, that enables all to fulfil their full potential. This policy will help us create positive and productive and respectful environments that also enable us to comply with legal requirements.

### **Associated Policies**

Additional and associated WFS policies can be found at <https://wfs.org.uk/policies/>

**Version Control**

This document will be reviewed annually by Directors and ratified annually by NEC.

<b>Version number</b>	<b>Last review date</b>	<b>Details of amendments</b>
V1	Unknown	N/A
V2	April 2025	Significant changes to wording and inclusion of CCoE and Fire Standards.
V2.1	December 2025	Version control changed. Policy link added. Wording amends throughout.
V3		Wording amends and examples removed.

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## **1. Scope**

1.1. The information in this document applies to all Directors, NEC members, employees of WFS, other volunteers, and contractors (such as training providers). The principles of equality, diversity and inclusion within this document are further expected to be applied to any WFS event or activity undertaken in association with, or by affiliation with WFS.

1.2. To align with sector good practice, WFS also subscribes to the Principles of Public Life which underpin the Core Code of Ethics (and associated Fire Standard), and consider these alongside WFS policies to provide a basis for promoting good behaviour, and challenging inappropriate behaviour.

1.3. This policy, is aimed to ensure compliance with by the Equality Act 2010, and aims to:

- promote equality, fairness and trust
- ensure no person is ever knowingly disadvantaged
- support dignity and respect.

1.4. Under the Equality Act 2010, protected characteristics include:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation

## **2. Purpose**

2.1. WFS acknowledges and embraces its responsibility both as an employer and provider of a service, and is committed to equality of provision, access, and benefit in the delivery of these services.

2.2. WFS aims to ensure compliance with legal requirements, to set out a clear way of working within WFS to promote fairness, respect and eliminate discrimination. WFS aims to foster an inclusive environment, that enables all to fulfil their full potential. This policy will help us create a positive, productive and respectful environment.

2.3. The policy aims to ensure that all existing and potential members and employees receive equal, fair, and just treatment within all aspects of recruitment, employment, training, and promotion. Furthermore, it aims to ensure that there is an equality of opportunity for all.

2.4. The policy further seeks to ensure that all members and employees have the right to be treated with dignity and respect whilst representing WFS, when attending WFS events, and for employees, whilst they are at work.

2.5. WFS oppose and avoid all forms of unlawful discrimination and seek to ensure equity in:

- pay and benefits
- terms and conditions of employment
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents
- requests for flexible working
- selection for employment, promotion, training or other developmental opportunities.

The above is not a definitive list

### **3. Policy**

3.1. WFS is committed to ensuring no existing or potential member or employee will receive less favourable treatment than another on grounds of sex, gender reassignment, marital status, parental responsibility, race, religion, nationality, ethnic

origin, religion, sexual orientation, age, or disability.

WFS will aim to ensure all Directors and Patrons receive regular EDI awareness training

3.3. WFS will aim to provide training in good employment practice, implications of the EDI policy, and the Equalities Act 2010, for all newly appointed employees within a year of appointment. WFS will also aim to offer refresher courses every two years to ensure ongoing awareness and compliance.3.6. WFS will strive to ensure that material such as reports, forms, advertisements, and presentation aids are inclusive.

#### **4. Governance**

4.1 The WFS Chair will aim to make arrangements to:

- secure equality of employment and service provision
- aim to ensure the provision of training and guidance on equality issues and their implications to members and employees
- provide clear guidelines on acceptable and unacceptable behaviour or conduct, to ensure that every member or employee enjoys a supportive and inclusive working environment that enables all to fulfil their full potential.

4.2. Directors will regularly review and update this policy to reflect changes in legislation and best practices, and will be shared with the National Executive Committee.

4.3. Where possible, WFS will seek advice on this policy from external stakeholders to ensure continued good practice is maintained.

#### **5. Planning and Implementation**

5.1. The implementation of this policy is the responsibility of all members and employees under the direct control and supervision of the WFS Chair, who will lead by example in promoting equality, diversity and inclusion.

5.3. Every member and employee has the responsibility to both comply with and implement the policy as follows:

- to co-operate fully with all measures introduced by WFS in the pursuance of fairness at work
- to advance opportunity and foster good relations
- not to discriminate, or attempt to discriminate against other members, employees, the community, or induce others to do so
- not to harass, victimise abuse or intimidate individuals or incite others to do so
- to draw to the attention of the WFS Services Manager, Chair, Company Secretary and Regional Representatives any suspected discrimination, harassment, bullying or victimisation, or discriminatory acts or practices.

5.4. Every member or employee must act following any incident which they know or suspect to be contrary to this policy or the law. WFS encourage every member and employee to take action. Not acting maybe seen as condoning inappropriate and unlawful behaviour. If an individual does not feel comfortable in taking direct action, then please contact a trusted friend or colleague who can help you.

5.5. If any member or employee feels that they suffered discrimination on the grounds of sex, gender reassignment, marital status, parental responsibility, race, religion, nationality, ethnic origin, religion, sexual orientation, age, or disability, WFS will take appropriate action to resolve the matter, which may be internally in the first instance.

5.6. Employees have the right to seek legal redress to an Employment Tribunal, usually within three months of the discriminatory act. Assistance may also be sought from the Equality and Human Rights Commission.

## **6. Auditing**

6.1. The Human Resources Director, in consultation with the WFS Chair will monitor all job applications and the composition of the workforce with regard protected characteristics and act on information, as necessary, to ensure adherence to the policy and the law and will report findings transparently to WFS Directors.

6.2. The Treasurer, in conjunction with the WFS Services Manager and support of Directors will monitor tenders and contracts to ensure adherence to the policy and the

law.