

# Diversity and Inclusion Policy – Cardiac Action Group

## Key Terms

<u>Term</u>	<u>Definition</u>
CAG	The Guernsey Cardiac Action Group LBG
The Board	The Board of Directors of CAG
The Committee	Members including Directors of the General Operations sub-committee
CRDO	The Community Resuscitation Development Officer
Site Guardians	Persons responsible for maintaining the site of a PAD/AED
Site Owners	Persons who own the site of a PAD/AED
Volunteers	Persons trained by CAG's CRDO in CPR, AED and PAD site awareness

## Policy Statement

This Diversity and Inclusion Policy is applicable to The Guernsey Cardiac Action Group (CAG) and is based on similar policies of Guernsey based charities and not-for-profit organisations.

As a charity we contribute actively to enable more people to become involved in the charity in a manner that it is safe, inclusive, and fair. This applies regardless of a person's age, disability, gender reassignment status, sex, marital or civil partnership status, pregnancy or maternity, race, sex, sexual orientation, religion, race or sexual orientation, socio-economic status, and irrespective of any other background factor.

We recognise that many concerns and/or disclosures may have both safeguarding and diversity and inclusion elements to them. This policy reflects this through its reporting procedures, which replicate the CAG safeguarding policy and reporting procedures.

This Policy strives to minimise risk and support our volunteer and paid individuals to provide free education on sudden cardiac arrest, how to perform immediate resuscitation (CPR) and how to use an automated external defibrillator (AED) to help save a life and the quality of that life in a safe manner. The Reporting Procedures in our Safeguarding Policy outline how to respond to both safeguarding or discrimination concerns/disclosures.

## Use of Terminology

We have adopted the following definitions to explain our approach to diversity and inclusion for CAG:

**Discrimination** – treating someone in a less favourable way and causing them harm, because of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation

**Diversity** – acknowledging, celebrating and respecting the differences between groups of people and between individuals. We will work to ensure that people can be assured of an environment in which their rights, dignity and individual worth are respected, and they are able to participate fully in the activities of CAG without the threat of intimidation, victimisation, harassment or abuse.

**Harassment** – unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual or creates an intimidating, hostile, degrading, humiliating or offensive environment. The focus is on the perception of the complainant not the intent of the perpetrator. Employees or volunteers should feel able to complain of behaviour they find offensive even if it is not directed at them.

**Inclusion** – ensuring that the activities of CAG are equally accessible to any member of the community so they can be fully involved in whatever capacity they choose; and that they are supported to achieve their contribution to the activities of CAG as a community focused charity. We will work to ensure that people have a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities, that they feel respected and valued and are not singled out, with regard to their age, disability, gender reassignment status, sex, marital or civil partnership status, pregnancy or maternity, race, sex, sexual orientation, religion, race or sexual orientation, socio-economic status or any other background.

**Positive action** – CAG is committed to taking positive steps to counteract the effects of physical or cultural barriers – whether real or perceived – that restrict the opportunity for all sections of the community to participate equally and fully as employees or volunteers for CAG as a charity. We will ensure that we institute, support or contribute to appropriate measures or initiatives that enable participation in CAG associated activities by people from any group that is under-represented or have particular physical or mental challenges so that they can do so with dignity or without being singled out.

## Scope

The Cardiac Action Group in Guernsey has direct safe and inclusive responsibility for:

- Employees, or consultants;
- Volunteers;
- PAD site owners & guardians
- Events and programmes they run; and
- Ensuring all accreditation requirements are met by relevant employees or volunteers who provide training on CPR or Automated External Defibrillators (AEDs);

We recommend and support the development of good diversity and inclusion practice to:

- Accredited trainers;
- Volunteers recruited by or on our behalf.

This Policy is in line with Guernsey legislation and is applicable to our charity, specifically to every person and place that we have direct safe and inclusive responsibility for.

### **Responsibility for implementation of the Diversity and Inclusion Policy**

Diversity and inclusion is everyone's responsibility: not responding to discriminatory or unacceptable language and behaviour is not an option.

- The CAG Board have overall accountability for this Policy and Reporting Procedure, for being the strategic lead on diversity and inclusion and for ensuring compliance with the relevant legislation.
- The CAG Board, Committee and the CRDO have overall responsibility for implementation of the policy.
- The CAG Board are responsible for updating this Policy and Reporting Procedure in line with legislative and organisational developments, as well as for developing a strategic and proactive approach to diversity and inclusion and to respond to discrimination concerns.
- The CAG Board, Committee and the CRDO, are responsible for supporting the charity to identify where diversity and inclusion support is required; to implement safe and inclusive procedures; promote diversity and inclusion principles, including the Safeguarding and Reporting Procedure, to all the volunteers they manage, including for training programmes they deliver.
- All CAG Board and Committee members, CRDO, employees and volunteers involved in CAG are responsible for raising diversity and inclusion concerns initially with the charity's Secretary; then with a member of the CAG Board if the Secretary is not immediately available as outlined in the Reporting Procedure below.
- The Guernsey Cardiac Action Group is committed to:
  - formally adopting this policy,
  - taking steps to ensure that our Board, Committee, CRDO, employees, volunteers and participants behave in accordance with the policy, including where appropriate to raising concerns and taking disciplinary action;
  - ensuring that access to membership as well as access to participation is open and inclusive; and
  - supporting measures and initiatives that Guernsey charities may adopt as best practice to advance the aims of this policy.

## Reporting Procedure

Where there is a diversity and inclusion concern/disclosure:

- The individual who is told about, hears, or is made aware of the concern/disclosure is responsible for following the reporting procedure below.
  - In the first instance contact: The Administrator, The Guernsey Cardiac Action Group LBG, 8 Lemon Grove, La Route des Jenemies, St Saviour, Guernsey GY7 9QS. Or email Katherine Felbabel at [katherine@cag.org.gg](mailto:katherine@cag.org.gg)
  - If the CAG Secretary is not immediately available, contact CAG Board member: Richard Lovel Denton at [rick@dentonlovel.com](mailto:rick@dentonlovel.com)