

## EQUALITY, DIVERSITY AND INCLUSION POLICY

### 1. Introduction

- 1.1. At POD, we are committed to creating an environment that is both welcoming and inclusive, where all POD members, car users, and other members of the community with whom we come into contact are treated equally and with respect. We are committed to fostering a working environment where there is both equality of opportunity and freedom from unlawful discrimination on the grounds of ethnicity, race, religion, gender (and gender reassignment), sex, age, sexual orientation, pregnancy/maternity, marital or civil partnership status, disability, socioeconomic status or any other protected characteristic. We will actively oppose all forms of discrimination and this Policy sets out how this will be upheld.

### 2. Purpose of this policy

The purpose of this policy is as follows:

- 2.1. In line with the Equality Act 2010, to ensure that we prevent and stop any unlawful discrimination experienced by any individual, family, household or business that is a member of POD or comes into any other form of contact with POD.
- 2.2. To create an inclusive environment where all members and employees feel valued, respected, and supported.
- 2.3. To ensure that all decisions related to recruitment, pay, training, conditions of employment and dismissals are taken on the basis of capability, qualifications, experience and skills.

Calder Valley Shared Transport Limited, trading as POD, is a Community Benefit Society, registered with the Financial Conduct Authority, Mutuals Register number 9379.

**CO-OPERATIVES UK**

Partly funded by:



Supported by



Tracy  
Brabin  
Mayor of  
West Yorkshire



- 2.4. To provide appropriate advice and support to ensure that the use of POD cars is as accessible as possible.

### 3. POD's commitments

To achieve these aims, POD commits to the following

- 3.1. Ensuring that the principles of this policy are embedded in POD's strategy and all policies and procedures are regularly monitored and reviewed.
- 3.2. Organising all meetings in buildings with wheelchair access. Where an individual or household finds it easier to join our meetings remotely, we will make video access fully available.
- 3.3. While the use of POD cars may be limited to drivers who meet certain safety requirements, we will enhance accessibility by offering features such as automatic transmission for those who may have difficulty using gears.
- 3.4. Periodically evaluating where awareness, diversity and inclusion training might be appropriate for any employees or volunteers involved in POD in order to fulfill our commitment to equal consideration and respect. Similarly to make sure that all those involved in POD adopt a positive attitude to diversity in all its activities and dealings.
- 3.5. Monitoring diversity in relation to all volunteers, users and members to identify any gaps or areas where certain groups may be underrepresented or facing barriers.
- 3.6. Ensuring that all reports of discrimination are taken seriously and addressed promptly. Where we encounter discriminatory behaviour in any area of POD activity, we will actively challenge and investigate this. We

Calder Valley Shared Transport Limited, trading as POD, is a Community Benefit Society, registered with the Financial Conduct Authority, Mutuals Register number 9379.

**CO-OPERATIVES UK**

Partly funded by:



Supported by



West Yorkshire  
Combined  
Authority

Tracy  
Brabin  
Mayor of  
West Yorkshire



TODMORDEN TOWN COUNCIL

aim to remove any direct, indirect, associative or perceptive discrimination from any aspect of POD.

- 3.7. Communicating and regularly reviewing initiatives that have been implemented to improve access to POD. Ensuring that if policies to make POD an accessible organisation are not effective, we seek alternative approaches to ensure POD is fully inclusive.
- 3.8. Involving all local communities in all aspects of the development of POD, recognising that although the ability to drive a car safely might prohibit active involvement as a POD user, all local adults can become POD members. An inclusive approach is pivotal to encouraging the involvement of lower income households in POD activity and car usage.
- 3.9. Liaising with other groups and relevant advisory bodies to keep up to date with best practice on equality, diversity and inclusion.

#### 4. Reasonable adjustments for particular requirements

- 4.1. Where a POD member or interested party is restricted in access to POD activities or meetings in any way (e.g. disability, language, ethnicity, religion), the POD Board or its management will make every effort to ensure such barriers are overcome.
- 4.2. Any positive suggestions made by a POD user or member to improve access or remove barriers to participation will be fully investigated and, where possible and if deemed likely to be successful, implemented.

#### 5. Designated officer

- 5.1. There will be no single designated officer to oversee POD's equality, diversity and inclusion policy. Instead the Board will take collective

Calder Valley Shared Transport Limited, trading as POD, is a Community Benefit Society, registered with the Financial Conduct Authority, Mutuals Register number 9379.

**CO-OPERATIVES UK**

Partly funded by:



Supported by



West  
Yorkshire  
Combined  
Authority

Tracy  
Brabin  
Mayor of  
West Yorkshire



TODMORDEN TOWN COUNCIL

responsibility, delegating appropriate action to a particular director as required.

## 6. Responsibilities for policy implementation

- 6.1. POD is dedicated to maintaining an inclusive environment where discrimination, harassment, and victimisation have no place. All Board members, employees, volunteers, subcontractors, members and users must contribute to this by treating any other person associated with POD without bias based on race, ethnicity, gender (or gender reassignment), sex, disability, pregnancy, marital or civil partnership status, sexual orientation, religion, beliefs or age.
- 6.2. Everyone involved in POD plays an essential role in upholding this commitment. Board members and employees, in particular, should lead by example, promoting adherence to these values amongst the entire POD network of people.

## 7. Breaches of policy (disciplinary procedure)

- 7.1. Individuals responsible for discriminatory actions may face personal legal consequences, including compensation orders from employment tribunals.
- 7.2. If a Director, working group member, employee, volunteer, member or user at POD is subjected to, the perpetrator of, or witness to, discriminatory behaviour, please refer to the POD document on disciplinary and grievance procedures relevant to that person's role.

Calder Valley Shared Transport Limited, trading as POD, is a Community Benefit Society, registered with the Financial Conduct Authority, Mutuals Register number 9379.

**CO-OPERATIVES UK**

Partly funded by:



Supported by



West  
Yorkshire  
Combined  
Authority

Tracy  
Brabin  
Mayor of  
West Yorkshire



TODMORDEN TOWN COUNCIL

## 8. Reviewing this policy

8.1. This policy will be reviewed annually to ensure that it remains both relevant and effective. In addition, there are particular cases where the policy will be reviewed:

- 8.1.1. when there are legal changes (i.e. amendments or updates to the Equality Act 2010);
- 8.1.2. If there are organisational changes (e.g. a restructuring or change of organisational status);
- 8.1.3. when there are incidents or complaints (i.e. in cases of discrimination, an immediate review may be necessary);
- 8.1.4. based on feedback from anyone associated with POD.

**Approved by the Board on** 22nd September 2024

**Review frequency:** see 8. above

**Review deadline:** 22nd September 2025

**Person/Role responsible for review:** Chair of the Board of Directors

Calder Valley Shared Transport Limited, trading as POD, is a Community Benefit Society, registered with the Financial Conduct Authority, Mutuals Register number 9379.

**CO-OPERATIVES UK**

Partly funded by:

 **Funded by  
UK Government**

Supported by

 **West  
Yorkshire  
Combined  
Authority** | **Tracy  
Brabin  
Mayor of  
West Yorkshire**



TODMORDEN TOWN COUNCIL