



## Equity, Diversity and Inclusion (EDI)

### Our commitment

Centre for Facilitation's core business supports organisations to have effective and engaging events, workshops, meetings and conferences. We offer a design and facilitation service for these events.

We recognise the value of equity, diversity and inclusion in the work we do with team members, clients, those that participate in the events we facilitate and with our suppliers. We aim to create an environment where everyone feels safe, respected, valued, has a sense of belonging and can give their best.

Centre for Facilitation commits to:

- create a working environment free of bullying, harassment, victimisation and unlawful discrimination, where everyone is treated with dignity and respect, and where individual differences and contributions are valued.
- Design and facilitate events in ways that enable everyone to contribute their best, creating an environment that respects and supports each person's unique needs and talents.

### Statement Purpose

- Uphold the Equality Act 2010 by ensuring that we do not unlawfully discriminate on the basis of any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- Actively prevent and challenge all forms of unlawful discrimination in how we work as a team and deliver our services.
- Demonstrate best practice in equity, diversity and inclusion across all aspects of our facilitation work.

### Accountability and Reporting Concerns

- **All team members and Directors are personally accountable** for any bullying, harassment, victimisation or unlawful discrimination carried out in the course of their work.
- **We take all concerns seriously**, whether raised by team members, clients, suppliers, participants or others involved in our activities.



- **Misconduct involving bullying, harassment, victimisation or unlawful discrimination will result in appropriate action.** Serious breaches may lead to removal from contracts or, for Directors, immediate resignation.

## EDI in our Facilitation Team

### All team members will

- Understand and actively uphold our EDI policy, applying its principles in every aspect of their facilitation work.
- Engage in ongoing professional development to strengthen their awareness of EDI issues and enhance their ability to deliver inclusive and high-quality facilitation.

### Centre for Facilitation will:

- Provide opportunities for learning and knowledge sharing including varied team pairings on events to broaden experience and perspectives.
- Monitor team diversity to support equitable opportunities and ensure our practices reflect our EDI commitments.

## EDI when Facilitating

Participants have diverse needs and preferences, and we design our facilitation methods so a variety of approaches are used to support the needs of different groups. We aim to provide options for how to contribute to the discussions and we provide clear signposting throughout so participants know what to expect and can engage without uncertainty or anxiety.

Below are some examples of how we commit practically to EDI when delivering our service.

### In Advance

- We ask our clients to invite participants to share any accessibility or inclusion needs in advance so we can understand and plan appropriate support. Where appropriate a follow up 1:1 conversation will be held to agree the best way to meet these needs
- We design event agendas so that participants can view a simple time/activity agenda and have a choice to view a more detailed agenda that enables them to prepare for the event if this is helpful to them.
- Our events use methods that encourage participation and maintain energy throughout the day, often asking participants to move between seated and standing activities (where appropriate for their needs).
- We build in sufficient breaks to support participants with different energy, processing and social needs.

### During the Event

- We keep briefings clear and concise to support understanding and retention and support verbal explanations with a visual/written overview.
- We use reflective pauses to give quieter or more introverted participants time to think and contribute with confidence.



- We facilitate discussions in small groups of up to six using a structured approach to ensure everyone has space to contribute.
- We use timing devices to maintain equity of speaking time.
- We keep whole group presentations informal and low pressure, inviting contributions from those who have not yet spoken without expectation or coercion
- For larger groups we use a microphone to help participants to hear and be heard.
- We will encourage the use of first name only badges to reduce hierarchy and promote connection.

## Policy Statement v 4<sup>th</sup> December 2025

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