

# EQUALITY AND DIVERSITY

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## **Policy Statement**

It is the policy of Eleanor Palmer Trust to treat all employees and job applicants fairly and equally regardless of their gender, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age, disability or union membership status. Furthermore the Eleanor Palmer Trust will make every effort to avoid indirect discrimination by ensuring that no requirement or condition will be imposed without justification which could disadvantage individuals purely on any of the above grounds.

The policy applies to recruitment and selection, terms and conditions of employment including pay, promotion, training, transfer and every other aspect of employment.

The Eleanor Palmer Trust will regularly review its procedures and selection criteria to ensure that individuals are selected, promoted and otherwise treated according to their relevant individual abilities and merits.

The Eleanor Palmer Trust is committed to the implementation of this policy. The overall responsibility for the policy lies with the Clerk to the Trustees. However, you are required to comply with the policy and to act in accordance with its objectives so as to remove any barriers to equal opportunity. Any act of discrimination by employees or any failure to comply with the terms of this policy will result in disciplinary action.

## **Recruitment and Selection for Employment**

We will treat all applicants fairly, whether recruiting internally or externally. Selection criteria will be strictly related to job requirements and consistently applied to all applicants.

The terms and conditions of employment, benefits, facilities and services are determined with regard to the needs of the business and will not be based on unfair or discriminatory criteria.

Training will be provided to all staff who make recruitment and selection decisions.

## **Adjustments for disability**

Anyone with physical or mental impairment where their ability to carry out day to day activities is affected adversely by that impairment for the foreseeable long term is considered disabled. This is wide ranging and could include epilepsy, diabetes, multiple sclerosis, depression etc.

Adjustments may need to be made to support someone affected by disability to operate within our jurisdiction which could include:-

- ⊕ Reallocating duties
- ⊕ Retraining
- ⊕ Adjustments such as ramps, moving switches, changing work hours etc.

Taking into account legitimate material circumstances and reasonable adjustments to such, we make no distinction based upon a person's disability when recruiting, selecting or promoting.

We also take into account the safety of disabled persons to protect them from situations that may expose them to different levels of risk due to their disability.

## **Training Opportunities**

Access to training will be available to employees based on business need and be irrespective of their gender, race, ethnic or national origin, religious or political beliefs, sexual orientation, age, marital status, disability, responsibility for children or dependents, or trade union membership.

## **Appraisal**

Appraisals must operate, and be seen to operate, fairly and equitably for all staff. Appraisers should be aware of their responsibilities not to discriminate on any of the grounds listed above in the way they conduct the appraisal. They should also be aware of the danger of stereotyped expectations, which result in a biased approach. Appraisal should be used positively to support diversity and promote equal opportunities.

## **Breaches of the policy**

Eleanor Palmer Trust will not tolerate any form of discrimination by employees to employees, clients, suppliers and will ensure any breach of the Policy is treated seriously and may be dealt with as a disciplinary matter.

Eleanor Palmer Trust operates a formal grievance procedure for employees through which any complaints concerning discrimination, victimisation, bullying and harassment will be dealt with in the first instance.

## **Monitoring the effectiveness of the policy**

To ensure that this policy is operating effectively (and for no other purpose) Eleanor Palmer Trust maintains records of employees' and applicants' age, racial origins, gender and disability.

Ongoing monitoring and regular analysis of such records provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity. The Trustees are responsible for monitoring progress against the policy. Regular reviews will be undertaken to monitor:

- ⊕ Performance against targets
- ⊕ Effectiveness of procedures
- ⊕ Feedback on how the policy is operating
- ⊕ Progress of implementation

## **Definitions**

***Direct discrimination*** consists of treating a person less favourably than others are or would be treated in the same or similar circumstances.

***Indirect discrimination*** occurs where an unjustifiable requirement or condition is applied equally to persons of all groups, yet a considerably smaller proportion of people of a particular group can comply with it, and the requirement is to the individual's detriment. Indirect discrimination may occur without there being an intention to discriminate and care must be taken to avoid it.

Discrimination can be ***intentional, unintentional, or institutional***. Discrimination is unlawful in most circumstances, however it is permitted in certain circumstances where being of a particular group – for example race or gender – is a genuine qualification for the job.

**Victimisation** is when someone is treated less favorably because she/he has previously complained of discrimination or given evidence for another colleague in a discrimination case.

**Bullying** is characterised by offensive, intimidating, malicious or insulting behaviour. An abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

**Harassment**, in general terms is unwanted conduct affecting the dignity of men and women in the workplace. It may be related to age, sex, race, disability, religion, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident.