

# Equality, Diversity & Inclusion Policy

<b>Approval Date</b>	21 <sup>st</sup> March 2024
<b>Approved by</b>	Board of Trustees
<b>Review Frequency</b>	Three Years

Review History		
Date	Name	Comments
October 2019	Atkinson HR	Full review
March 2024	J Thomas	Full review

## Contents

1. Purpose.....	2
2. Scope .....	2
3. Principles.....	2
4. Responsibilities.....	3
6. Policy Application .....	3
7. Fair Treatment and Resolving Problems .....	3
8. Discipline and Grievance .....	4
9. Language and Communications .....	4
10. EDI Training and Development .....	4
11. Termination of Employment.....	4
12. Recruitment.....	5
13. Policy Review and Equality Impact Assessment.....	6
14. Relevant Legislation and Guidance.....	6
15. Related Policies .....	6
Appendix A: Glossary of Terms.....	7
Appendix B: ACEVO Race Equality Principles .....	9
Appendix C: References.....	9

## 1. Purpose

The Guild will ensure all of their members and staff feel they belong and can thrive in a diverse and inclusive community.

- 1.1. The purpose of the Equality, Diversity and Inclusion (EDI) Policy is to set out the Guild's commitment to creating and ensuring their staff and members feel equitably supported, welcomed and included. The Guild aims to create an environment in which all individuals are able to maximise their potential, free from discrimination or harassment. The Guild proactively seeks to remove barriers to participation across all activities and areas of work, supported by a staff team that more closely reflects the community.

*“Ensuring everyone is treated equally, with dignity and has their fair share of resources (whether that be access to work or equitable pay) is simply the right thing to do. People matter, and we all should have equal opportunity to develop, progress, and be rewarded and recognised at work. Organisations must ensure that their people management practices champion this fundamental principle.”*

**CIPD, Diversity and Inclusion at Work; Facing up to the business case, 2018**

## 2. Scope

- 2.1. This policy applies to all aspects of the Guild's relationship with staff and members. For staff this includes job advertisements, recruitment and selection, training and development, opportunities for promotion, conditions of service, pay and benefits, conduct at work or whilst representing the Guild, disciplinary and grievance procedures, and termination of employment. This policy does not form part of an employee's contract of employment and it may be amended at any time. For members this includes any involvement in Guild related activity and roles of responsibility.
- 2.2. The Guild will take appropriate steps to accommodate the requirements of different religions, cultures, and domestic responsibilities.

## 3. Principles

- 3.1. This policy is in accordance with relevant legislation relating to equality, the Guild works to ensure that staff and members are not disadvantaged on the grounds of any of the nine protected characteristics defined in the Equality Act 2010. These being the Protected Characteristics of Age, Disability, Gender Reassignment, Marriage & Civil Partnership, Pregnancy & Maternity, Race, Religious Belief & Non-Belief, Sex and Sexual Orientation.
- 3.2. All staff and members have a duty to implement this policy and treat other members and colleagues with dignity at all times, and not to discriminate against or harass other members of staff, regardless of their status. Any breach of this policy will be dealt with in accordance with the relevant member or staff disciplinary policies. Member led policies can be found on the Guild's website [here](#) and all employee policies can be found on the O drive [here](#).
- 3.3. The Guild will provide an environment where members and staff are treated fairly, and diversity is celebrated. The Guild will promote equality and integrate an anti-discriminatory approach into all areas of our work. Unacceptable behaviour including discrimination, bullying, harassment or victimisation will not be tolerated and any allegations will be taken seriously

---

and dealt with appropriately in line with the relevant procedure(s).

- 3.4. The Guild will provide training to employees and members where required to help them understand and implement this policy.

## 4. Responsibilities

- 4.1. It is the responsibility of staff and members of the Guild to help achieve and maintain an inclusive and supportive environment, and to promote good working relationships by having respect for all others.
- 4.2. Managers are responsible for ensuring that harassment, discrimination, bullying and victimisation is not permitted, that any incidents that arise are dealt with accordingly, and that any investigations are carried out in line with the relevant procedures.
- 4.3. All members and staff have a personal responsibility to ensure their own conduct does not cause offence. Issues of harassment, discrimination, bullying or victimisation should be raised in a timely manner so that any investigation is carried out at the earliest opportunity.

## 5. The Guild's Commitment

- 5.1. Our vision for EDI Excellence will be achieved through policy, strategy and an action plan, delivering the following goals:
  - Developing the Guild's team and making sure all staff feel supported
  - Consistent good EDI practice across all areas of the Guild
  - Increasing diversity in our staff teams
  - Broadening the student offer

## 6. Policy Application

- 6.1. The production of timely and accurate management information informs the development of policy and allows the Guild to monitor the effectiveness of policies and procedures.
- 6.2. The Guild collects equality and diversity monitoring information for both staff and members at various stages. Staff can update their own details via StaffSavvy (The Guild's HR Software). The EDI strategy and Excellence plan associated with this policy indicates how the Guild intends to improve the way it collects information and uses it to inform policy development.

## 7. Fair Treatment and Resolving Problems

- 7.1. The Guild has a Code of Conduct for members that communicates the behaviours that are valued and expected by all members this can be found [here](#). Information about employee values can be found in the Employee Handbook [here](#).
- 7.2. The Guild wants the organisation to be free from discrimination, harassment or bullying and employees and members must treat each other with respect and avoid any form of harassment. The Guild takes any form of discrimination that breaches this policy seriously and will be dealt with in line with appropriate procedures.
- 7.3. If members or staff have a problem related to being bullied, harassed, victimised or any similar experience they should report this as soon as possible.

**Members** should report concerns to a Guild member of staff.

---

**Guild Staff** should report directly to their line manager or the HR department.

- 7.4. The Guild will aim to deal with the situation so members and staff can feel comfortable and confident at the Guild.

The Guild's grievance procedure is there to help resolve issues quickly, confidentially and if possible informally. Members and staff can inform any manager at the Guild about concerns or complaints about membership, work, work environment, work relationships, bullying, harassment or any unwanted behaviour and they will take steps to investigate and solve the problem straight away.

Most complaints are genuine but anyone who makes a complaint that proves to be false may be subject to disciplinary action.

Please refer to [Appendix A: Glossary of terms](#) for definitions of unacceptable behaviour including bullying, harassment, discrimination and victimisation.

## 8. Discipline and Grievance

- 8.1. The aim of the disciplinary procedure is to provide guidance on the standards the Guild expects from members and employees and how the standards will be maintained. The Guild will make every effort to enable and assist in attaining the required standards of performance, capability and conduct. The disciplinary and capability procedures for members can be found on our website [here](#), for staff they can be found on the O drive [here](#).
- 8.2. If during employment staff feel the need to raise a formal grievance they should first attempt to resolve this in discussion with line managers. This should be done as soon as possible. If after such discussion, the matter cannot be resolved it will be referred in accordance with the grievance procedure which is on the O Drive [here](#).

## 9. Language and Communications

- 9.1. This policy will be communicated through the Guild's website for our members and available on the O drive [here](#).

## 10. EDI Training and Development

- 10.1. Staff training needs will be identified through regular staff appraisals. All staff will be given appropriate access to training to enable them to progress within the organisation and all promotion decisions will be made on the basis of merit.
- 10.2. All staff and relevant members will be expected to undertake appropriate EDI training proportionate to their roles and responsibilities.

## 11. Termination of Employment

- 11.1. The Guild will ensure that redundancy criteria and procedures for staff are fair and objective and are not directly or indirectly discriminatory.
- 11.2. The Guild will also ensure that disciplinary procedures and penalties for staff are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action. Conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all staff who should have access to them and that there are no unlawful obstacles to accessing them.

## 12. Recruitment

- 12.1. The Guild aims to ensure that any job applicants or voluntary positions do not suffer discrimination related to protected characteristics. The Guild's recruitment procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities. Job selection criteria are regularly reviewed to ensure that they are relevant to the job and are not disproportionate. Shortlisting of applicants should be done by more than one person wherever possible.
- 12.2. Job advertisements should avoid stereotyping or using wording that may discourage groups with a particular protected characteristic from applying. They should include an appropriate short policy statement on equal opportunities and a copy of this policy shall be sent on request to those who enquire about vacancies.
- 12.3. The Guild takes steps to ensure that our vacancies are advertised to a diverse labour market.
- 12.4. Applicants should not be asked about health or disability before a job offer is made. There are limited exceptions which should only be used with Human Resources approval.

For example:

- Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
  - Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
  - Positive action to recruit disabled persons.
  - Equal opportunities monitoring (which will not form part of the decision-making process).
  - Where necessary, job offers can be made conditional on a satisfactory medical check.
- 12.5. Applicants should not be asked about past or current pregnancy or future intentions related to pregnancy. Applicants should not be asked about matters concerning age, race, religion or belief, sexual orientation, or gender reassignment without the approval of HR (who should first consider whether such matters are relevant and may lawfully be taken into account).
  - 12.6. The Guild is required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents in person (such as a passport) before employment starts, to satisfy current immigration and legal right to work legislation. The list of acceptable documents is available from the UK Border Agency.
  - 12.7. To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in our organisation, we monitor applicants' ethnic group, gender, sex, disability, sexual orientation, religion and age as part of the recruitment procedure. Provision of this information is voluntary, and it will not adversely affect an individual's chances of recruitment or any other decision related to their employment. Analysing this data helps the Guild take appropriate steps to avoid discrimination and improve equality and diversity.

Further information can be found with the Guild's Recruitment and Selection Policy which can be found [here](#).

## 13. Policy Review and Equality Impact Assessment

- 13.1. The policy and progress against the EDI Excellence Plan will be monitored regularly through the Board of Trustees and the relevant committees and they will review as appropriate. This policy will be reviewed every three years in line with relevant processes and procedures.
- 13.2. Though not mandatory a new Equality Impact Assessment (EIA) format will be trialled with the aim to become normalised practice in Guild planning.

## 14. Relevant Legislation and Guidance

Relevant legislation/ guidance in relation to this policy:

- The Equality Act 2010
- The Equal Pay Act (as amended) 1970
- Rehabilitations of Offenders Act 1974
- Human Rights Act 1998
- Work & Families Act 2006
- ACAS Guidance: Gender reassignment discrimination: key points for the workplace
- ACAS Guidance: Prevent Discrimination – Support Equality

## 15. Related Policies

**Employee** - All of these policies can be found on the Guild [O Drive](#)

- Employee Handbook
- Disciplinary Policy and Procedure
- Grievance Policy and Procedure
- Family Leave Policies
- Attendance Procedure
- Recruitment and Selection Policy

**Members** – All of these policies can be found on the [Guild Website](#)

- Disciplinary Procedure (Members)
- Code of Conduct

## Appendix A: Glossary of Terms

Term	Description
<b>Diversity</b>	Diversity is recognising, respecting and embracing the differences between people's experiences. It is about moving beyond tolerance to valuing and celebrating individual differences
<b>Equality</b>	Equality creates a fair and inclusive society, through challenging prejudice and discrimination, and ensures individuals or groups are treated fairly and have equal access to opportunities.
<b>Equity</b>	Equity, unlike the notion of equality, is not about sameness of treatment. Equity denotes fairness and justice in process and in results. Equitable outcomes often require differential treatment and resource redistribution so as to achieve a level playing field among all individuals and communities. This requires recognising and addressing barriers to provide opportunity for all individuals and communities to thrive in our environment.
<b>Discrimination</b>	<p>Occurs when someone is treated less favorably than another person because of a protected characteristic they have or are thought to have.</p> <p>Discrimination takes place when an individual or a group of people is treated less favorably than others because of their race, gender, gender reassignment, marital status, status as a civil partner, disability, age, religion or belief, sexual orientation or other factors unrelated to their ability or potential.</p>
<b>Harassment</b>	<p>Harassment is unwanted conduct which adversely affects the dignity of individuals in the workplace. It may be persistent or a single isolated incident. The key is that the actions or comments are viewed as hostile or intimidating, demeaning and unacceptable to the recipient. Employees can also complain of behavior that they find offensive even if it is not directed at them, but at another member of staff.</p> <p>Harassment may have either the purpose or effect of violating an individual's dignity, or create an intimidating, hostile, degrading, humiliating or offensive environment for that individual.</p> <p>Members and staff can play a part in preventing harassment by</p> <ul style="list-style-type: none"> <li>• Being sensitive to others and thinking how they might feel about words and actions</li> <li>• Making sure actions don't cause offence</li> <li>• Offering support to somebody if they have been harassed and reporting it</li> <li>• Speaking up if someone else's behavior or words are inappropriate</li> </ul>

<b>Bullying</b>	<p>Bullying is a particular type of harassment, usually where someone in a position of authority or responsibility abuses their position by behaving in an intimidating, insulting or malicious way.</p> <p>Bullying may be characterised as offensive, intimidating, malicious or insulting behavior, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. While bullying and harassment are related, bullying is usually intentional.</p>
<b>Protected Characteristics</b>	<p>Is the term used for equality groups in the Equality Act 2010. These being - age, disability, gender reassignment, race, ethnic and national origin, religion or belief (Including lack of belief), sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.</p>
<b>Victimisation</b>	<p>Occurs when an individual is treated less favorably because they have exercised their rights under the policy or relevant legislation, intend to complain or have given evidence or information about a situation involving discrimination.</p>



---

## Appendix B: ACEVO Race Equality Principles

### Eight principles to address the diversity deficit in charity leadership:

1. Acknowledge that there is a problem with racial diversity in the charity sector and commit to working to change that.
2. Recognise the important role leaders have in creating change by modelling positive behaviour and taking action.
3. Learn about racial bias and how it impacts leadership decisions.
4. Commit to setting permanent and minimum targets for diversity that reflects the participants, donors, beneficiaries and population of the area that my charity operates in.
5. Commit to action and invest resources, where necessary, in order to improve racial diversity in my charity.
6. View staff and volunteers as the sum of many parts rather than a single entity and recruit to build a diverse group of talented people collectively working towards a shared vision.
7. Recruit for potential, not perfection.
8. Value lived experience, the ability to draw from one's lived experience and to bring insights to an organisation that can develop its work.

## Appendix C: References

- <https://www.acevo.org.uk/eight-principles-to-address-the-diversity-deficit-in-charity-leadership/>
- <https://www.cipd.org/uk/knowledge/evidence-reviews/diversity-inclusion/>
- <https://www.mcgill.ca/equity/resources/definitions>