

# Mary Tavy Hall & Field

## Equality Policy

**Mary Tavy Hall & Field** is committed to encouraging equality and diversity among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

### The policy's purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time, full-time or voluntary
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

### The Trust commits to:

- encouraging equality and diversity in the workplace as they are good practice.
- creating a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued

This commitment includes training Trustees and all other employees about their rights and responsibilities under this Equality Policy. Responsibilities include staff and volunteers conducting themselves to help The Trust provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff and volunteers should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

The Trust takes seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of its work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice for employees. Volunteers and Trustees may be removed from their positions.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic, is a criminal offence. Any such matter reported to Trustees will be referred to the Police.

Trustees will make opportunities for training, development and progress available to all staff and volunteers who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of The Trust.

Decisions concerning staff and volunteers will be based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)

**The Trust will:**

- review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law
- monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy

Monitoring will also include assessing how the equality policy is working in practice, reviewing annually, and considering and taking action to address any issues

The equality policy is fully supported by all Trustees and has been agreed with all employees and volunteers of The Trust.

Details of The Trust's grievance and disciplinary policies and procedures can be found with the Secretary. This includes details of with whom an employee or volunteer should raise a grievance.

Use of The Trust's grievance and disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Adopted at the committee meeting on 5<sup>th</sup> July 2021