

## GBRT Equality and Diversity Policy

### 1. Our commitment

#### 1.1 General Commitment

This organisation is committed to eliminating discrimination and promoting equality and diversity in its own policies, practices and procedures and in those areas in which it has influence.

This applies to the organisation's dealings with staff and third parties.

The organisation intends to treat everyone equally and with the same attention, courtesy and respect regardless of their disability, gender, marital status, age, race, racial group, colour, ethnic or national origin, nationality, religion or belief, sexual orientation or whether they are pregnant or breastfeeding ("protected characteristics").

#### 1.2 Regulation and legislation

In developing and implementing its anti-discrimination policy, the organisation is committed to complying with all current and any future anti-discrimination legislation and associated codes of practice including, but not limited to:

- Equal Pay Act 1970;
- Sex Discrimination Act 1975;
- Race Relations Act 1976;
- Disability Discrimination Act 1995;
- Employment Rights Act 1996;
- Age Discrimination Act 2006;
- Employment Equality (Sexual Orientation) Regulations 2003;
- Employment Equality (Religion or Belief) Regulations 2003;
- The following codes of practice:
  - (a) the Commission for Racial Equality code of practice for the elimination of racial discrimination and the promotion of equality of opportunity in employment (1983);
  - (b) the Equal Opportunities Commission code of practice on sex discrimination; equal opportunities policies, procedures and practices in employment (1985);
  - (c) the Equal Opportunities Commission code of practice on Equal Pay (2003);
  - (d) the Disability Discrimination Act 1995 codes of practice in relation to rights of access to facilities, services and premises in employment;
  - (e) the European Community code of practice on the protection of the dignity of men and women at work;

and any relevant amendments to or further codes of practice.

### 2. Forms of discrimination

The following are kinds of discrimination that are against the organisation's policy:

- (a) **direct discrimination**, where a person is treated less favourably on the grounds of race, racial group, colour, ethnic or national origins, sex, pregnancy, marital status, disability or sexual orientation or religion or belief;
- (b) **indirect discrimination**, where an apparently neutral provision, criterion or practice would put a substantially higher proportion of the members of one sex, or persons of a

particular racial or ethnic origin, or a particular religion or belief, or a particular disability or a particular sexual orientation at a particular disadvantage compared with other persons unless that provision, criterion or practice is objectively justified by a legitimate aim and the means of achieving that aim are appropriate and necessary;

- (c) **discrimination arising from disability**, where someone is treated less favourably because of something connected to their disability where it can be reasonably expected to be known that the person is disabled;
- (d) **victimisation**, where someone is treated less favourably than others because he or she has taken action against the organisation under one of the relevant Acts;
- (e) **harassment**, when unwanted conduct related to any of the grounds referred to above takes place with the purpose or effect of violating the dignity of a person and of creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment may involve physical, verbal and non-verbal acts.

### **3. Employment and training**

As an employer, the organisation will treat all employees and job applicants equally and fairly and not discriminate unjustifiably against them. This will, for example, include arrangements for recruitment and selection, terms and conditions of employment, access to training opportunities, access to promotion and transfers, grievance and disciplinary processes, demotions, selection for redundancies, dress code, references, bonus schemes, work allocation and any other employment related activities.

### **4. Services for particular groups and making reasonable adjustments**

The organisation will take steps to meet the different needs of particular people arising from its obligations under the anti-discrimination legislation (such as the Disability Discrimination Act 1995).

The organisation will seek to identify any physical barriers or obstacles and make any reasonable adjustments to ensure that disabled persons can use a service as close as it is reasonably possible to get to the standard usually offered to non-disabled people.

In addition, where necessary and where it is permitted by the relevant anti-discrimination legislation (for example, provisions relating to positive action or exemptions), the organisation will seek to provide services which meet the specific needs and requests arising from clients' ethnic or cultural background, gender, responsibilities as carers, disability, religion or belief, sexual orientation or other relevant factors.

### **5. Promoting equality and diversity**

This organisation is committed to promoting equality and diversity in the organisation as well as in those areas in which it has influence.

Employees and volunteers will be informed of this anti-discrimination policy and will be provided with equality and diversity training appropriate to their needs and responsibilities.

All those who act on the organisation's behalf will be informed of this anti-discrimination policy and will be expected to pay due regard to it when conducting business on the organisation's behalf.

In all its dealings the organisation will seek to promote the principles of equality and diversity.

The organisation will make every effort to reflect its commitment to equality and diversity in its marketing and communication activities.

Employees and volunteers will be encouraged to apply our policies in a flexible way in situations where a more flexible approach would be considered to constitute a reasonable adjustment as envisaged by the legislation.

## **6. Implementing the policy**

### **6.1 Responsibility**

Ultimate responsibility for implementing the policy rests with the Trustees of Great Bowden Recital Trust. The organisation will appoint a senior person within it to be responsible for the operation of the policy.

The Trustees and all employees, volunteers and associates of the organisation are expected to pay due regard to the provisions of its anti-discrimination policy and are responsible for ensuring compliance with it when undertaking their jobs or representing the organisation.

Acts of discrimination or harassment on any of the protected characteristics by employees of the organisation will result in disciplinary action. Failure to comply with this policy will be treated in a similar fashion. The policy applies to all who are employed in the organisation.

Acts of discrimination or harassment on any of the protected characteristics by those acting on behalf of the organisation will lead to appropriate action including termination of services where appropriate.

### **6.2 Complaints of discrimination**

The organisation will treat seriously, and will take action where appropriate, all complaints of unlawful discrimination, harassment or victimisation by employees or other third parties

All complaints will be investigated.

### **6.3 The policy will be reviewed as the need arises.**

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