

Equality, Equity, Diversity and Inclusion Policy

Last updated:	June 2024
Approved by:	The Trustee Board at their June 2024 meeting, as recorded in the Minutes
Review:	The policy should be reviewed annually and updated as necessary

The development of this policy was informed by the following template produced by ACAS:
<https://www.acas.org.uk/equality-policy-template>

Purpose and Scope

The Sir Halley Stewart Trust (hereafter “Trust”) is committed to encouraging equality, diversity and inclusion amongst its workforce which includes TTP staff, employees, trustees and other volunteers (“Workforce”), and amongst its Grant applicants and Grant holders and eliminating unlawful discrimination.

The purpose of this policy is to:

- Promote diversity and inclusion in all our ways of working. We believe that this will increase our understanding of the wider environment in which we work and enable the Trust to make better informed decisions.
- Provide equality, fairness and respect for all involved with the Trust’s operations, whether on an employed or voluntary basis, and whether temporary, part-time or full-time. This includes Grant applicants and Grant holders.
- 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 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 or voluntary roles, promotion, training or other developmental opportunities.

Commitments from the Trust

All members of the Workforce should commit to the following in their work for the Trust:

- Encourage equality, equity, diversity and inclusion in the work of the Trust.
- Create 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 members of the Workforce are both recognised and valued.

This commitment includes updating the Workforce about their rights and responsibilities under the equality, equity, diversity and inclusion policy, and providing opportunities for training as necessary. Responsibilities include the Workforce conducting themselves to help the organisation provide equal opportunities in employment and board appointments, and

prevent bullying, harassment, victimisation and unlawful discrimination.

The Workforce should understand they, as well as the Trust, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their work for the Trust.

- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by anyone in the course of the Trust's activities.

Such acts will be dealt with as misconduct under the Trust's Complaints Procedure document (to be drafted) and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice for employees, or immediate termination of trusteeship or other volunteer roles, and a serious incident report to the Charity Commission.

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.

- Make opportunities for training, development and progress available to all members of the Workforce, 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 organisation.
- Decisions concerning employees being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review employment and trustee appointment and working practices and procedures when necessary to ensure fairness and promotion of this policy, and also update them and the policy to take account of changes in the law. A working process document containing practical day-to-day steps with regard to broadening diversity and inclusion will be produced and reviewed annually.
- Monitor how the equality, equity, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Guiding Principle:

Charity Governance Code

"The governing body promotes a positive culture which supports ethical behaviour, equality, inclusivity and diversity across the institution, including in the governing body's own operation and composition. This includes ensuring under-representation and differences in outcomes are challenged and, where practicable, corrective action is taken to ensure fair outcomes for all".

References

- Charity Commission: <https://www.charitygovernancecode.org/en/6-diversity>
- ACF's report [The Pillars of Stronger Foundation Practice: Diversity, equity and inclusion](#), sets out nine characteristics of excellent practice.