

## Diversity and Equal Opportunities Policy

### STATEMENT OF INTENT

Gloucestershire Community Foundation (GCF) recognises that everyone has a unique contribution to make to the life of our communities and is committed to providing equality of opportunity. GCF welcomes the involvement of all people and aims to treat everyone with equal respect.

We know that discrimination can happen in employment and the provision of services. We support the principle of equal opportunities and oppose all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic origin, religion or belief, gender, gender reassignment, marital status, disability, age or sexual orientation. We will take every possible step to ensure that prospective employees, our staff, our donors and our grant applicants do not receive unfair or unlawful treatment from us.

The policy is underpinned by adherence to the following legislation:

- Equality Act 2010
- Disability Discrimination Act 1995 and 2005
- Sex Discrimination Act 1975 and amendments 1986
- Equal Pay Act 1970 and amendment regulations 1983
- Race Relations Act 1976 and amendments 2000
- Employment Equality (age) regulations 2006
- Employment Equality (Sexual Orientation) regulations 2003
- Employment Equality (Religion or Belief) regulations 2003
- Rehabilitation of Offenders Act 1974
- Protection from harassment Act 1997
- Protection from Harassment Act 1997
- Human Rights Act 2000
- Parental Leave Directive 2000

### DEFINITIONS

'Discrimination' means less favourable and detrimental treatment on grounds of colour, race, nationality, ethnic origin, sex, marital status, disability, part-time or fixed term status, parental responsibilities, religion, sexual orientation or age

The law recognises three forms of discrimination:

- **Direct discrimination.** This occurs when an individual is treated less favourably than another in relation to employment on grounds of colour, race, nationality, ethnic origin, sex, marital status, disability, part-time or fixed term status, parental responsibilities, religion, sexual orientation or age.
- **Indirect discrimination.** This occurs when a job requirement is applied equally to all but it has a disproportionate and detrimental effect on one section of the workforce, because fewer of that group can comply with it, and the requirement cannot be justified in relation to the job.

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- **Failure to make adjustments.** If the Foundation's premises or equipment, materials or working arrangements put a disabled person at a substantial disadvantage, then it is unlawful discrimination not to make any reasonable adjustment which removes or minimises that effect.

**Harassment is a form of direct discrimination.** It can be defined as unwanted and unwelcome behaviour which causes discomfort or upset to an individual and which has an adverse effect on working relationships. It creates an intimidating, hostile or humiliating work environment for the individual.

**Victimisation** is where a person is treated less favourably than another when they have made allegations, brought proceedings, given evidence or complained about the behaviour of someone who has been harassing or discriminating against them or others.

### RESPONSIBILITY

All members of staff, Trustees, committee members, volunteers and fund panel members are responsible for the success of this Diversity and Equal Opportunities policy and must ensure they familiarise themselves with it and follow it. Trustees have a responsibility for ensuring the policy is adhered to, maintained and reviewed.

The Chair of Trustees holds direct executive responsibility for the implementation and monitoring of this policy. Responsibility for oversight of matters relating to recruitment, employment, grievance and harassment, as well as grant making and development lies with the Management Committee.

All staff are made aware of their day-to-day responsibilities under this policy when they join GCF, and training is provided where individuals require it. All employees are required to comply with this policy when dealing with other employees (including temporary or agency staff and consultants), job applicants, clients, suppliers, customers and contacts, and anyone else with whom they come into contact during the course of their employment.

### SCOPE OF THE POLICY

This policy applies to governance, recruitment and employment, development, grant making, communications, and investments.

### GOVERNANCE

GCF expects its management and governance to benefit from a wide range of opinions, experience and beliefs. Thus GCF ensures that:

- Recruitment of members to the Board of Trustees, committees and funding panels is done on the basis of the skills required, irrespective of gender, marital status, sexual orientation, race, ethnic origin, nationality, colour, disability, age, gender reassignment, or religion or belief

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- Diversity is taken into consideration when recruiting members to the Board of Trustees, committees and funding panels
- Policies and strategies recommended to the Board of Trustees comply with our stated commitment to diversity and equal opportunities
- Strategies to broaden diversity among trustees and advisory panel members are promoted wherever possible

### EMPLOYMENT

GCF's aim is to recruit the best person for the job; to make full use of the talents and resources of all our employees; to support and develop our staff; and to create a working environment free from unlawful discrimination, victimisation and harassment, in which all employees are treated with dignity and respect.

#### Recruitment

GCF aims to be an equal opportunities employer and has developed procedures to assist in achieving this aim and to ensure that no applicant is treated unfairly. Thus GCF undertakes to ensure that:

- No applicant receives less favourable treatment on the basis of gender, marital status, sexual orientation, race, ethnic origin, nationality, colour, disability, age, gender reassignment, or religion or belief
- Each vacancy is based upon a clear and concise job description and person specification. The person specification includes only objective criteria which are required for the duties and responsibilities of the post.
- The assessment of applications is done on the basis of information provided so that ability and potential performance are the only criteria used in selection
- All applications are monitored for equal opportunities purposes and this information does not play a part in short-listing or recruitment

If there is a genuine and lawful reason for limiting the vacancy to a particular group, this will be clearly stated, together with the grounds for it, on any advertisements. GCF retains the discretion to invite applications from individuals whose jobs might be at risk of redundancy, or who are being re-deployed for health or disability reasons, before advertising any post more widely.

Application forms will include a detachable anonymous ethnic and disability monitoring form to assist in the maintenance of records and for monitoring purposes. This form will be separated from the application form before the commencement of the selection process.

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### **Terms and conditions of employment**

GCF will ensure that terms and conditions of employment are free from all forms of direct and indirect discrimination and apply equally regardless of colour, race, nationality, ethnic origin, sex, marital status, disability, gender reassignment, part-time or fixed term status, parental responsibilities, religion or belief, sexual orientation or age. No requirements or conditions will be imposed, directly or indirectly, which will or might place any group of employees at an unfair or unlawful disadvantage.

GCF recognises that flexibility with regard to working patterns will assist the broadest range of people to work for the Foundation. GCF will not reject any request for non-standard working patterns unless there is objective justification after careful consideration.

### **Training, career development and promotion**

All employees will be provided with the appropriate training (according to business need) on appointment and then at set intervals to enable them to improve their performance and to achieve the performance standards and targets set for them by GCF, regardless of colour, race, nationality, ethnic origin, sex, marital status, gender reassignment, disability, part-time or fixed term status, parental responsibilities, religion or belief, sexual orientation or age.

GCF will also ensure that opportunities for training, career development are made equally available to all employees, regardless of length of service or the number of hours worked. GCF will take steps to ensure that those who have caring responsibilities are able to access training and development opportunities that involve time outside the usual working day.

Promotion within GCF is based on merit and the reasonable requirements of the job regardless of colour, race, nationality, ethnic origin, sex, marital status, disability, part-time or fixed term status, parental responsibilities, religion or belief, gender reassignment, sexual orientation or age.

### **Working environment**

If a member of staff has a grievance about any aspect of their employment, they can complain through our grievance procedure (see the staff handbook). GCF will not tolerate any discrimination to or harassment of staff by Trustees, staff, volunteers, committee members or panel members. Procedures for how GCF deals with such incidents are detailed in the GCF staff handbook. GCF will not tolerate any discrimination to or harassment of staff by suppliers, donors or grant applicants. Any incidents should be reported immediately to the CEO, who will investigate reasonable time. If the complaint is found to be justified, GCF will take appropriate action, which may involve contacting the police.

Any form of discrimination may be unlawful. Actions or omissions which amount to either a breach of the policy or unlawful discrimination will be treated as a disciplinary offence resulting, if appropriate, in disciplinary action.

### **Disability code of good practice**

GCF values the individual contribution of employees and prospective employees from all sectors of the community. We are committed to facilitating the employment of disabled individuals wherever practicable, and to achieve that result we operate the following code of good practice:

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- GCF will take reasonable steps to ensure that the working environment, working practices and terms and conditions of employment do not prevent disabled people from taking up positions for which they are suitably qualified and the best person for the job.
- GCF will bear in mind the desirability of avoiding barriers to the employment of disabled people when acquiring and fitting out buildings with equipment and devising working practices.
- GCF will make reasonable adjustments to recruitment arrangements, to the working environment, to working practices and to terms and conditions of employment in order to ensure that no particular disabled person is placed at an unreasonable disadvantage.
- A decision not to make an adjustment which might enable or assist an employee or a prospective employee to be employed in a particular post will not be taken below the level of CEO. Before making such a decision, the CEO will ensure that all possible adjustments have been fully investigated, including carrying out consultation with the employee or prospective employee concerned and taking any appropriate expert advice.
- Any employee who becomes disabled whilst in employment will be given the full support of line managers to continue in their own job where practicable (and having put in place any reasonable adjustments), or to move to an alternative job appropriate to his/her experience and abilities, if available.
- GCF will encourage the participation of disabled employees to ensure that, wherever possible, its employment practices recognise and meet their needs and will consult disabled employees on action to make sure they develop and use their abilities at work.
- Further guidance can be obtained on an entirely confidential basis from the CEO. If an employee knows or believes they may be disabled, they are encouraged to discuss this with their line manager, so that GCF can ensure they achieve their full potential and that the organisation complies with its duties under the law.

### GRANT MAKING

GCF is keen to uphold the principles of equal opportunities in all grant making activities – publicity, application, assessment and decision making. GCF considers all requests fairly against the criteria for relevant funding schemes. Priorities within discretionary grant programmes take account of the needs to recognise diversity. GCF tries its best to meet the needs of smaller community organisations, and aims to reach people who are most disadvantaged or isolated, helping them to take advantage of opportunities that would not otherwise be available to them.

GCF is keen to support people who experience discrimination or disadvantage for whatever reason.

GCF undertakes to ensure that:

- Eligible groups are fully aware of our grants programme, by widening public knowledge of the organisation

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- Guidelines and application forms are written in plain English and are jargon free
- Grant assessment is consistent between staff members and assessment is carried out in accordance with the published grant making guidelines, taking into account any fund holder requests and amount of funding available
- Training is offered to staff, Trustees, committee and fund panel members so that they are aware of disability and cultural issues that may affect an application
- The application and decision making process is transparent
- Grant recipients uphold equality opportunity principles and implement them in their activities

### DEVELOPMENT

GCF encourages local philanthropy from all people and gifts of all sizes through general donations, named funds, legacies, sponsorship and membership of specific groups. It especially encourages gifts from donors and sections of the community not already involved in GCF's activities.

GCF seeks support from all sections of the community and offers ways of involving donors at different levels. It does this through:

- Donations – GCF accepts all size of donations through standing orders, one off payments, membership, setting up a fund and adding to a fund
- Donor Care – GCF undertakes to respect the wishes, confidentiality and charitable aims of donors and potential donors wherever possible and to provide them with the best information available in grant making opportunities
- GCF aims to ensure that all donors understand the broad principles of our diversity and equal opportunities policy

### COMMUNICATIONS

GCF tries to ensure that in all its communications it reflects the mix and diversity of its activities and beneficiaries

GCF ensures that publicity about the availability of grants is accessible to as wide an audience as possible and that appropriate means of communication are used to reach those communities less likely to have access to traditional means of communication.

GCF ensures that publications reflect the diversity of activities and beneficiaries supported and are attractive to all sections of the community. Written communications are written in plain and jargon free language.

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### **INVESTMENTS**

Although donations are pooled for investment purposes, GCF will, wherever possible, provide an investment system which takes account of special investment requirements of donors.

### **MONITORING AND REVIEW**

GCF is committed to monitoring the effectiveness of this diversity and equal opportunities policy. The Management committee reviews annually all aspects of policies, procedures and practices in relation to recruitment, terms and conditions of employment, training, career development, promotion and grievance and discipline to identify any trends or patterns emerging. GCF is committed to identifying and taking all steps necessary to eliminate any unjustified discrimination which is revealed by this monitoring process. Recommendations for change are agreed by the Board.