

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by HR

Further, sexual harassment may amount to 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, 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.
- Make decisions concerning recruitment being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- 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 and volunteer workforce, regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity, and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy. This policy will be monitored annually to judge its effectiveness and will be updated in accordance with changes in the law. We will report to the board of trustees on any actions or activities undertaken to improve equality of opportunity. Any information provided by job applicants for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 1998.

Monitoring will also include assessing how the equality, 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.

5. Breaches

We take any breach of this policy very seriously. Some breaches may break the law. We take clear and strong action to manage breaches.

This will be guided by our Anti-harassment and Bullying policy. If you are found to have breached this policy, we will deal with this matter as a case of possible misconduct or gross misconduct. For volunteers, breaching this policy could result in the volunteering agreement ending and them being asked to leave their volunteer position. It may also mean the volunteer is not able to volunteer in future. Also apply to self-employed contractors

For Trustees and Board members breaches of this policy will follow the guidance in the Code of Conduct.

Review date

This document was last reviewed on: 04/07/24.....

This policy was reviewed and agreed and minuted at the Board meeting on...04/07/24.....

Next review due on:...03/07/25.....