



Dalgarno Trust Equality & Diversity Policy



Equality & Diversity Policy

This policy applies to all staff, volunteers, Trustees, service users and the general public.

Policy

Dalgarno Trust recognises that certain groups in society suffer discrimination and are denied equality of opportunity. Dalgarno Trust makes a positive commitment to opposing all forms of discrimination within the organisation, and will actively work towards promoting equality of opportunity for all, irrespective of the protected characteristics:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Dalgarno Trust undertakes to review and adapt its policies, working practices and service delivery continuously in furtherance of this aim.

Legislation

This policy has been developed using existing legislations, including:

- Equalities Act (2010)
- Sex Discrimination Act (1975 and amendment 1986)
- Disability Discrimination Act (1995)
- Human Rights Act (1988)
- Protection From Harassment Act (1997)
- Employment Relations Act (1999)
- Equal Pay Act (1970) and National Minimum Wage Act (1998)
- Employment Rights Act (1996)
- Maternity & Parental Leave Regulations (1998 and 2002)
- Data Protection Act (1998)
- Health & Safety at Work Act (1974)

Types of Discrimination

In the Equality Act (2010), these are some of the types of discrimination mentioned:

Direct Discrimination

Direct Discrimination occurs when someone is treated less favourably than another person because of their age, disability, gender reassignment, sexual orientation, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sex. (These are also known as protected characteristics)

You do not have to have a protected characteristic to be discriminated against. If someone believes you have a characteristic and treats you less favourably because of it, this is perceptive discrimination.

Example: Dismissing someone because of a protected characteristic, denying them training or promotion or deciding not to employ them or take them on as a volunteer.

Perceptive Discrimination

This is direct discrimination against someone because others think they possess a particular protected characteristic, even if the person the discrimination is aimed towards does not possess the characteristic.

Example: When an employer believes an employee is gay and treats him/her less favourably

Indirect Discrimination

This occurs when an organisation's practices, policies, rules or procedures apply to everyone but it has a worse effect on some people than others and can result in them being put at a disadvantage.

Example: Failing to provide religiously appropriate food when catering for young people.

Victimisation

Victimisation is also a type of harassment and also a type of bullying. It can also occur when someone is treated badly because they have made a complaint or supported someone else making a complaint.

Example: When a young person is made to look or feel silly, or an employee is not allowed to have training available to everyone else.

Harassment

This is any repeated, intentional behaviour directed at an employee that is intended to degrade, humiliate, embarrass, or otherwise undermine their performance. It can come from any member of an organisation at any level.

Types of Harassment:

- Psychological harassment

This is humiliating or abusing a person that can lower their self-esteem and caused them torment. This can be in the form of verbal comments, actions or gestures

- Racial harassment

This is harassment suffered by individuals or groups because of their colour, race, nationality, or ethnic or national origins. The harassment may be verbal or physical and can also include attacks on property’.

- Sexual harassment

Sexual harassment is one of the more commonly recognised forms of harassing behaviour. This kind of harassing behaviour may consist of sexual language, threats, or gestures, although when touching is involved, this is sexual assault.

Responsibility for Implementation

This policy is mandatory and binding on all people employed by or volunteering for Dalgarno Trust or using the services. The overall responsibility for implementing this policy is all members of the Dalgarno Trust organisation. The Chief Executive, Executive Director and the trustees will review the policy every year.

Dalgarno Trust will be responsible for the adoption of this policy as part of the induction stage for new staff, trustees and volunteers.

Method of Implementation

Dalgarno Trust intends to implement this policy by:

- Ensuring that staff, trustees and volunteers are made aware, understand, agree with, and are willing to implement this policy.
- Actively encouraging staff, trustees and volunteers to participate in anti-discriminatory training, and making time and resources available for such training.
- Ensuring staff, trustees and volunteers do not discriminate themselves. Ensuring no one discourages another Dalgarno Trust member from developing within the organisation.
- Ensuring higher management levels do not discriminate against due to their superior positions.

- Ensuring that all staff, trustees and employees are free to make complaints and are supported in doing so. No discrimination, harassment or victimisation due to an individual making a complaint.

- Provide a fair working environment for all staff, trustees and volunteers. To make sure that equal opportunity is promoted in every stage of recruitment to employment. This includes:
 - Advertisement
 - Training and development
 - To seek to remove any discriminatory practice and ill-treatment
 - Appraisals
 - Discipline
 - Terms and conditions of employment

Monitoring and Reviewing

Dalgarno Trust will monitor the services, employment and volunteering opportunities, publicity and events provided by the organisation, to ensure that they are accessible to all sections of the population and do not discriminate, and will take active steps to ensure that participation is representative.

Dalgarno Trust is committed to establishing, implementing and reviewing this policy annually. Effective record-keeping and monitoring, and acting on information gathered, are essential to measure effectiveness and plan progress.

Grievances and Complaints

Any grievances and complaints will be taken seriously and will be investigated thoroughly by Dalgarno Trust. There will be appropriate action taken where necessary which Ann Goodger, Chief Executive will be the first point of call. If the grievance is against the Chief Executive, the trustees will oversee the complaint.

For further information is available for advice:

<https://www.gov.uk/workplace-bullying-and-harassment>

<https://www.citizensadvice.org.uk/work/discrimination-at-work/common-situations/discrimination-at-work-bullying-and-harassment/>

<http://www.acas.org.uk/index.aspx?articleid=797>



Signed Farhad Rahnama

Interim Facilities Manager

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