



## **Equality and Diversity Policy**

### **Policy Statement**

St. Paul's Trust is committed to encouraging diversity and eliminating discrimination both in its role as an employer and as a provider of services. St Paul's Trust aims to create a culture that respects and values people's differences, that promotes dignity, equality and diversity and that encourages individuals to develop and maximise their true potential. This applies to job applicants, staff, students, volunteers and service users of St. Paul's Trust's services and facilities. (This statement includes all children, young people, other individuals, families, organisations or groups to which the Trust relates.) The policy will be implemented within the framework of current legislation. The Equality Act of 2010 brings together and adds to the requirements of all previous anti-discrimination Acts. The CEO and Senior Managers are to ensure that all staff are aware of the policy.

### **Purpose**

St. Paul's Trust recognises that in our society groups and individuals have been and continue to be discriminated against. St. Paul's Trust is committed to achieving equal opportunities in all aspects of its work. St. Paul's Trust will aim to ensure that no volunteer, Apprentice or employee, client or user of services, either current or potential, is discriminated against either directly or indirectly on the grounds of 'protected characteristics'. These are: age, gender, ethnicity or race, religion or belief, disability, gender reassignment, sexual orientation, marriage and civil partnership, pregnancy and maternity. St. Paul's Trust is committed to a programme of action to make this policy effective as reflected in the Trust's Business Plan. Our policy aims to ensure that no-one:

- receives less favourable treatment on the grounds of disability, sex, ethnicity or other 'protected' status, or
- is disadvantaged by conditions or requirements, which cannot be shown to be justifiable.

### **1. Recruitment and Selection**

1.1 It is the intention of the organisation to ensure that we do not exclude or discourage any particular group from applying nor make it difficult for anyone to apply.

1.2 Recruitment decisions within the organisation are based solely on the relevant merits and abilities of candidates. The organisation will require, therefore, that those involved in staff selection and volunteer recruitment follow procedures within the Staff Recruitment and Vetting Policy and do not discriminate, whether directly or indirectly, in the making of those decisions.

### **2. Sex Discrimination**

2.1. The provisions of the Sex Discrimination Act apply to both men and women. The Sex Discrimination Act makes it unlawful, unless the job or volunteering opportunity is covered by an exemption, to discriminate on the grounds of sex or marriage.

2.2. Discrimination occurs when a condition, or requirement is applied which cannot be justified. St. Paul's Trust fully supports the Sex Discrimination Act and the Equal Pay Act. The Trust will not permit discrimination, direct or indirect.

2.3. Direct Sex Discrimination occurs when a person is treated less favourably on the grounds of their sex than a person of the other sex would be in the same



circumstances. Indirect Sex Discrimination may occur even though a requirement or condition is applied equally to men and women. Such a condition may nevertheless discriminate against one sex because the proportion of one sex which can comply with it, is much smaller than the other.

- 2.4. Discrimination also occurs when a person is treated less favourably on the grounds of marital or civil partnership status. This discrimination may be direct or indirect as explained above.
- 2.5. There is a requirement that persons undertaking the same work must be paid at the same rates. The Equality Act encourages organisations to report annually on the median pay of workers of each gender.
- 2.6. A woman who is pregnant or is within 26 weeks of a birth, must not be treated unfavourably because of this, or because she is breastfeeding a child.

### **3. Racial Discrimination**

- 3.1 The Race Relations Act makes it unlawful to discriminate against a person directly or indirectly in the field of employment. (Unless a specific exemption applies.)
- 3.2 St. Paul's Trust fully supports the Race Relations Act. The Equality Act defines indirect as well as direct discrimination as illegal.
- 3.3 Direct discrimination consists of treating a person differently and less favourably on the grounds of their racial origin. Indirect discrimination consists of treating everyone the same but in a way, which may result in some people not being able to comply, or benefit, where others from another racial background can.

### **4. Disability Requirements**

- 4.1 The Disability Discrimination Act 1995 introduced laws and measures aimed at ending the discrimination which many disabled people face. St. Paul's Trust supports the Disability Discrimination Act.
- 4.2 It is against the law for an employer to treat a disabled person less favourably than someone else because of a disability. This applies to all employment matters (including recruitment, training, promotion and dismissal).
- 4.3 Reasonable adjustments must be made to enable those with disabilities to overcome any disadvantage they experience. Indirect as well as direct discrimination is unlawful, as is discrimination against those who may be associated with people who have disabilities (carers, for example)
- 4.4 St. Paul's Trust wishes to encourage opportunities for people with disabilities. To this end St. Paul's will seek to improve activities, buildings, sites and resources so as to support inclusion and combat discrimination, and has undertaken to observe the terms of the 'positive about disability' standard.

### **5. Discrimination Based on Religion or Belief**

- 5.1. The law protects those who belong to an organised religion, or have profound beliefs, or have no religion, against discrimination. The law against discrimination because of religion or belief does not cover purely political beliefs unless they are also philosophical beliefs.



5.2. People are also protected from discrimination by association or perception. As with other protected characteristics, both direct and indirect discrimination are unlawful, unless there are circumstances which justify such action.

## **6. Discrimination in terms of Sexual Orientation and Gender Reassignment**

6.1. Lesbians, gay men, and those whose gender is in transition or has been reassigned, are to be protected against discrimination.

6.2. St Paul's Trust will seek to overcome direct and indirect discrimination. The Trust will recognise lesbian, gay men and those who are transgender as employees, volunteers or service users, and organisations the Trust relates to.

6.3. People who are known (or perceived) to be lesbian or gay regularly experience harassment, verbal or physical assault in many areas of their lives including the workplace. St. Paul's Trust will not tolerate direct or indirect discrimination.

## **7. Age Discrimination**

Protection against discrimination on grounds of age applies only to ages 18 and above and in relation to both employment and education. There will be many exceptions where unequal treatment will be recognised as justified.

## **8. Harassment and Bullying**

8.1 Any form of harassment or bullying in relation to 'protected characteristics' is completely unacceptable and the Trustees require staff to note that it is likely to form the basis for disciplinary action where it is found to have occurred.

8.2 Employees are entitled to complain of behaviour which they find offensive even if it is not directed at them, and even if they do not possess the relevant characteristic. (This applies to harassment by employers, colleagues and third parties.)

8.3 Employees who believe they have been harassed or bullied should use the Grievance Procedures as set out under the relevant policy title – others should use the Complaints Procedures.

## **9. Training and Education**

9.1 The Trust will not discriminate against children and young people seeking access and admission to any of its settings.

9.2 Access to training opportunities will be given to any employee, or volunteer within the context of the Trust and departmental training policy, plans and budgets.

9.3 Our settings have a duty to promote equality of opportunity and diversity and British Values; every attempt is made therefore to ensure learning materials, where possible, portray positive images of people while also reinforcing antidiscriminatory language and images of individuals and groups.

9.4 The Trust promotes British Values within its settings as part of a varied curriculum to ensure spiritual, moral, cultural, mental and physical development of its children and young people attending services.



9.5 Equal opportunity must be considered in all curricular, extra-curricular and optional activities and resources. It is crucial that all are able to participate and enjoy the activities without discrimination.

## **10. Procedures**

10.1. The Trust will also seek to overcome discrimination by:

- a) Provision of regular training for all employees and volunteers Equalities training will be a mandatory element for all staff
- b) Offering training opportunities for service users and partner agencies whenever this is useful and practicable
- c) Making clear its expectations of staff in the conduct of their duties in any circumstances where they represent the Trust.

Children, pupils, students, employees, volunteers, apprentices and other service users will not be discriminated against in the care, curricula, programmes, activities and training they receive, or the advice and support they are given.

10.2. Positive efforts will be made in all service provision to be as inclusive as possible of all disadvantaged groups. Nor will any group or individual be denied access to opportunities because of their assumed abilities, skills or behaviour and each will be judged on their own merits.

10.3. We strive to ensure that no-one is discriminated against as a result of their actual or perceived association with a member or members of 'protected' groups.

10.4. We will seek to ensure that buildings and other facilities are open, accessible and welcoming to all.

10.5. The procedures for recruitment and vetting will be followed as set out in the policy document with that title.

10.6. In relation to all employment matters the Trust will aim to be fair, to encourage and help everyone to reach high standards. So, in matters of discipline, incentives, pay, grievances, etc. the Trust will adhere to practice which aims at equity, as set out in the relevant policies.

## **11. Decision Making Processes**

11.1. We aim to reflect community needs and priorities in the decision making processes of St. Paul's Trust, and will actively encourage members of groups from all sectors of the community to offer themselves for election to the Board or its committees. St. Paul's Trust may consider co-options or reserved places on the Board or committees for those who can make a special contribution.

11.2. Consideration will be taken when arranging any meeting to ensure that it is as accessible as possible.

11.3. Equality Impact Assessment (EIA) is to be undertaken in respect of new projects or policies and procedures where appropriate.

Where there is found to be a possibility of discrimination, direct or indirect, corrective action will be taken.



## **12. Monitoring, review and responsibility**

- 12.1 The Board of Trustees will be responsible for implementing the Equality and Diversity Policy.
- 12.2 All Heads of Department, and HR, will report annually to the Board as to performance indicators in relation to key protected groups.
- 12.3 Any Complaint or Grievance in relation to equality and diversity should be made as set out in the relevant Policies with those titles. HR will also monitor and report on these matters to the Board, again considering them in terms of equalities.
- 12.4 The equality and diversity policy will be reviewed annually. All aspects of the policy are monitored as an ongoing practice. An annual review will be carried out by the Trustees.

### **Trustees will ensure that the Trust:**

- a) monitors its workforce profile against the community profile to work towards a workforce reflective of the community it serves
- b) monitors recruitment; grievances; disciplinary matters and exit from employment findings
- c) monitors the use and take up of its services and facilities and report to the Trustees through departmental and programme reports annually
- d) Monitors complaints made by service users and reports annually to the Board of Trustees.
- e) monitors the diversity of partner agencies and ensure that they are committed to Equal Opportunities

**Related Policies: All  
Reviewed & Approved January 2020**