



Equal Opportunities - Staff

CHARITY POLICY & PROCEDURE

Document Revised:	July 2023
Ratified by Trustees:	July 2023
Next Review Date:	August 2024

Content

The following sections are included in this policy document:

Statement of intent

1. Discrimination
2. Recruitment and Selection
3. Disabilities
4. Part-time and fixed-term work
5. Breaches of this policy
6. Policy Review

Equal Opportunities

Statement of Intent

Talbot House Children's Charity is committed to promoting equal opportunities in employment. You and any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex, or sexual orientation (Protected Characteristics).

This policy sets out our approach to equal opportunities and the avoidance of discrimination at work. It applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

Talbot House Children's Charity Limited ("the Charity") expects all employees to work within the Charity's rules and procedures. All employees have a responsibility to conduct themselves in an appropriate and professional manner in accordance with the Charity's Code of Conduct and Core Values, and co-operate in the application of this procedure.

This policy applies to all employees, trustees, workers, agency workers, and self-employed contractors.

This policy and procedure does not form part of any employee's contract of employment and it may be amended at any time. Talbot House Children's Charity may also vary this procedure, including any time limits, as appropriate in any case.

Equal Opportunities

1. Discrimination

The Charity and its employees must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers, and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers, or other work-related contacts, when wearing a work uniform, and on work-related trips or events including social events).

The following forms of discrimination are prohibited under this policy and are unlawful:

1.1 Direct discrimination:

Treating someone less favourably because of a Protected Characteristic.

1.2 Indirect discrimination:

A provision, criterion, or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others and is not justified.

1.3 Harassment:

This includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for them. Harassment is dealt with further in the Charity's **Anti-harassment and Bullying Policy**.

1.4 Victimisation:

Retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.

1.5 Disability discrimination:

This includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

2. Recruitment and selection

Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person if possible. Where shortlisting for recruitment at least one panel member will be trained in safer recruitment and selection. Please refer to our **Safer Recruitment Policy** for further guidance and details.

3. Disabilities

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

4. Part-time employees

Part-time employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate) unless different treatment is justified.

5. Breaches of this policy

- We take a strict approach to breaches of this policy, which will be dealt with in accordance with our **Disciplinary Policy & Procedure**. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.
- If you believe that you have suffered discrimination you can raise the matter through our **Grievance Policy & Procedure** or **Anti-harassment and Bullying Policy**. Complaints will be treated in confidence (to the extent that it can be whilst still being properly looked into) and investigated as appropriate.
- You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our **Disciplinary Policy & Procedure**.

6. Review

This policy is non-contractual and is subject to review in line with changes to legislation. This policy may be subject to review prior to the date shown if deemed necessary. The HR Department will be responsible for reviewing this policy.

Equal Opportunities



I have read, understood and acknowledge this Policy and will endeavour to follow the guidance outlined within.

Print name: _____

Job Title: _____

Department: _____

Sign: _____

Date: _____

Please complete full details above, once complete please return to the HR Department within 5 working days.

Please do not hesitate to contact me should you have any questions.

HR Department

Talbot House Children's Charity