



EQUALITY, DIVERSITY AND INCLUSION POLICY

REVIEW DETAILS

Last Reviewed: March 2024

By: Ben D'Montigny (trustee) Gary Christie (trustee)

PURPOSE AND SCOPE

The purpose of this Equal Opportunities & Diversity Policy is to communicate our commitment to equality of opportunity in employment, ensuring that all employees and job applicants are treated fairly and equally, providing a working environment that is free from all forms of discrimination.

The policy applies to all staff within BNHF, including employees, Trustees and contractors. All staff are expected to put this policy into practice.

Brighton National Health Foundation (BNHF) is fully committed to providing equality in the workplace and fair opportunities for, all individuals irrespective of age, disability, gender, gender reassignment, marital or civil partnership status, pregnancy or maternity, race including colour, ethnic or national origins and nationality, religion or belief or sexual orientation (“the protected characteristics”).

We aim to create a working environment that is free from discrimination and harassment in any form, in which all staff, customers and suppliers are treated with dignity and respect.

BNHF will not discriminate in the arrangements we make for recruitment and selection or in the opportunities afforded for employment, training or any other benefit. All decisions will be made fairly and objectively. We aim, as far as reasonably practicable, to ensure that our working practices are applied fairly, consistently and, where necessary, we will take reasonable steps to avoid or overcome any particular disadvantage these may cause and to promote equality.

BNHF respects an individual's right to choose whether or not to belong to a trade union. Membership will have no bearing on an applicant's suitability for employment or result in any detrimental treatment when working for BNHF.

BNHF has overall responsibility for the effective operation of this policy and for ensuring compliance with the Equality Act 2010 and associated legislation and for observing relevant Codes of Practice.

The Board's Governance Sub-committee and Project Manager are responsible for monitoring and reviewing the policy and for ensuring that all employment-related policies, procedures and practices adhere to this policy.

All staff have a responsibility not to discriminate or harass other staff, volunteers, service users, and suppliers and to report any such behaviour of which they become aware to their line manager.

The Board's Governance Sub-committee and Project Manager are responsible for implementing the Equal Opportunities Policy and must apply the policy as part of their day-to-day management of BNHF.

The following are forms of discrimination that this policy aims to avoid:

Direct Discrimination occurs when a person is treated less favourably because of a protected characteristic that they either have or are thought to have. Direct discrimination can also occur by way of association, which is when a person is treated less favourably because, for example, their spouse or partner or other relative has the protected characteristic.

Indirect Discrimination occurs when a provision, criterion or practice is applied equally to everyone, but has a disproportionately adverse effect on people who share a particular protected characteristic. A person with the protected characteristic who is disadvantaged in that way has the right to complain.

To be justified the provision, criterion, or practice must be necessary for legitimate business reasons in circumstances where less discriminatory alternatives are not reasonably available.

Victimisation occurs where someone is treated unfavourably because they have raised a complaint or taken legal action, in relation to any alleged act of unlawful discrimination, or because they have supported someone else in doing this.

Harassment is unwanted conduct that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. Harassment can take many different forms and may involve inappropriate actions, behaviour, comments, emails or physical contact that causes offence or are objectionable.

Harassment may involve a single incident or persistent behaviour that extends over a period of time and can occur even if someone did not mean to cause offence. It also means that a person can be subjected to harassment by behaviour that is not aimed at them directly. Harassment is always unacceptable and where it relates to a protected characteristic it will amount to an unlawful act of discrimination.

Discrimination arising from Disability - It is unlawful to treat a person unfavourably because of something that is the result, effect or outcome of their disability, unless the treatment is necessary and can be objectively justified.

Furthermore, employers have a duty to make reasonable adjustments to ensure that disabled applicants, employees or other workers are not substantially disadvantaged.

There are a number of ways in which BNHF aims to ensure equal opportunities in the workplace, including:

Recruitment and Selection

Recruitment and selection procedures will be free from bias or discrimination. Recruitment procedures will be conducted objectively and will be based upon specific and reasonable job-related criteria. Decisions regarding an individual's suitability for a particular role will be based on aptitude and ability.

We will consider making appropriate reasonable adjustments to the recruitment process to ensure that disabled applicants are not substantially disadvantaged.

Career development and training

All staff, as part of their induction, will be provided training on inclusion.

BNHF will not unreasonably deny an employee access to training or other career development opportunities. Requests for training will be determined objectively, taking into account the needs of the business and available resources.

Career progression opportunities will be based on objective criteria and decisions will be made on the basis of merit.

BNHF aims to ensure that employment policies and practices, including any rules or requirements, do not directly or indirectly discriminate and are applied in a

non-discriminatory manner.

BNHF will ensure that all disciplinary decisions are fair and consistent..

BNHF will make appropriate reasonable adjustments to the working environment or any work arrangements that would alleviate any substantial disadvantage these cause disabled staff.

BNHF aims, as far as reasonably practicable, to accommodate the requirements of different religions and cultures and will consider requests from employees to vary or change their working hours to enable them to care for a dependant in accordance with BNHF's Flexible Working Policy.

In the event of a complaint, we will take appropriate and timely action to mitigate a further occurrence.

All staff, contractors, volunteers, and service users are encouraged to report any incidents of inappropriate or unacceptable behaviour that occurs during the course of employment, on or off premises

Our core purpose is to ensure that mindful movement practices are as widely available as possible and we are aware that structural disadvantage means that these practices are often unavailable to those who need them most.

BNHF will work to ensure our services reach disadvantaged groups by maintaining and developing positive links with a range of forums and networks

We will use plain language when publicising our services. BNHF are committed to working with community groups and representatives to promote access. This includes promoting our services in a variety of ways - not just relying on the written word. BNHF will work closely with community engagement teams in order to do this.

We make every effort to make sure the venues we use are accessible and take accessibility into account when considering venues.

BNHF will monitor the effectiveness of this policy to ensure it is achieving its objectives.

Information collected for monitoring purposes will be treated as confidential and will not be used for any other purpose. Please refer to our GDPR policy.

If you believe you have been discriminated against, you should raise the matter in accordance with the BNHF's Grievance Procedure.

Any employee who is found to have committed an act of discrimination, or breached this policy in any other way, will be subject to action under the Disciplinary Procedure, up to and including dismissal. Non-employees will be subject to appropriate formal action that may, depending on the circumstances, involve terminating any contract or agreement.

BNHF will also take seriously any malicious or, in its opinion, unwarranted allegations of discrimination and will take appropriate action, disciplinary or otherwise, where necessary.