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## Policy Control/Monitoring

<b>Approved by: (Position in Organisation)</b>	Director of Corporate Services
<b>Date:</b>	
<b>Accountability: (Position in Organisation)</b>	HR Manager
<b>Revision Cycle:</b>	Biennial
<b>Brief details of amendments made</b>	New Template

## Equality Impact Assessment

respect for all staff and service users. The intention is to identify, remove or minimise discriminatory practice in relation to the protected characteristics (race, disability, gender, sexual orientation, age, religious or other belief, marriage and civil partnership, gender reassignment and pregnancy and maternity), as well as to promote positive practice and value the diversity of all individuals and communities.

As part of its development this document and its impact on equality has been analysed and no detriment identified.

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take any appropriate action to address any problems that may be identified as a result of the monitoring process.

## **6 Training and promotion and conditions of service**

Training needs will be identified through regular appraisals. Staff will be given appropriate access to training to enable them to progress within the organisation and all promotion decisions will be made on the basis of merit.

Workforce composition and promotions will be regularly monitored to ensure equality of opportunity at all levels of the organisation. Where appropriate, steps will be taken to identify and remove unjustified barriers and to meet the special needs of disadvantaged or underrepresented groups.

regularly to ensure that they are available to all employees and other workers who should have access to them and that there are no unlawful obstacles to accessing them.

## **7 Termination of employment**

The Foundation will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

The Foundation will also ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

## **8 Disabilities**

If

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## 13 Grievances

If you consider that you may have been unlawfully discriminated against, you may use the Foundation's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the bullying and harassment policy.

The Foundation will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Use of the Foundation's grievance procedure does not affect your right to make a complaint to an employment tribunal. Complaints to an employment tribunal must normally be made within three months beginning with the act of discrimination complained of.

## 14 Monitoring and Compliance

Overall responsibility for the operation of this procedure lies with the Head of HR & Organisational Development. The effectiveness of the procedure will be formally reviewed and monitored at least on a bi-annual basis to ensure that it continues to meet the requirements of The Foundation and that it reflects HR good practice and statutory legislation as appropriate.

The Foundation takes a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

If anyone believes that they have suffered discrimination, they can raise the matter through our Grievance Procedure or through our Anti-harassment and Bullying Policy as appropriate. Complaints will be treated in confidence and investigated as appropriate.

There must be no victimisation or retaliation against staff who complain about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.

## 15 Related policies

This policy is supported by the following other policies and procedures:

Bullying and Harassment Policy.

Grievance Procedure.

Disciplinary Procedure.

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