

Equality and Diversity Policy

1. General Policy Statement

- 1.1 Yorkshire & Humber Ecological Data Trust recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Trust and its employees and volunteers to fully utilise the skills, talents and resources of the total workforce.
- 1.2 The Trust is opposed to all forms of unlawful and unfair discrimination. It is the Trust's aim that each trustee, employee and volunteer feels respected and able to give of their best. Decisions on membership of the Trust, selection for office, employment, promotion, training or any other benefit will be made objectively, without unlawful discrimination, and based on aptitude and ability.
- 1.4 It is the policy of the Trust to ensure that no trustee, employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment irrespective of a '*protected characteristic*', which includes:
- Age;
 - Disability;
 - Employment status;
 - Gender or gender reassignment;
 - Marriage or civil partnership status;
 - Offending background;
 - Pregnancy or maternity;
 - Race, colour, ethnic or national origins ;
 - Religion, creed or belief, including political beliefs;
 - Responsibilities for dependants;
 - Sex or sexual orientation;
 - Socio-economic background.
- 1.4 Employees will not discriminate, directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of services.
- 1.5 This policy shall operate in accordance with statutory requirements, in particular the Equality Act 2010. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission (<https://www.equalityhumanrights.com/en>), any Government Departments, and any other statutory bodies.

2. Equality Commitments

- 2.1 The Yorkshire & Humber Ecological Data Trust are committed to:
- Promoting equality of opportunity for all employees and volunteers, by ensuring that training, development and progression opportunities are available to all;

- Promoting a good and harmonious working environment in which all employees and volunteers are treated with respect and dignity and in which no form of intimidation, bullying or harassment is tolerated;
- Creating an environment in which individual differences and the contributions of all employees and volunteers are recognised and valued;
- If a breach of equality is deemed to have taken place, this will be regarded as misconduct and disciplinary action will be taken.

3. Implementation

- 3.1 Responsibility for ensuring the effective implementation of this policy rests with the Chair of the Trustees and the Director. The Director will ensure that they and all employees and volunteers operate within this policy and that all reasonable steps are taken to avoid discrimination and create the equality environment.
- 3.2 On behalf of YHEDT the Director will:
- Communicate this policy to all existing and new employees and volunteers;
 - Ensure that all grievances concerning equality and discrimination are dealt with in a fair and prompt manner, adhering to the disciplinary procedure where necessary;
 - Endeavour, through appropriate training, to not consciously, or unconsciously discriminate in the selection or recruitment process;
- 3.3 Responsibility for ensuring that there is no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices.
- 3.4 All members of staff and volunteers should:
- Comply with the policy and arrangements;
 - Not discriminate in their day to day activities or induce others to do so;
 - Not victimise, harass or intimidate other staff or volunteers;
 - Ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic;
 - Inform their line manager immediately, in confidence, if they become aware of any discriminatory practice.

4. Rights of Disabled People

- 4.1 With regard to the needs of disabled people, YHEDT will:
- Make reasonable adjustment to maintain the services of an employee who becomes disabled. This includes, but is not limited to, training, provision of special equipment, reduced working hours. The Director is expected to seek advice and guidance from external agencies where necessary;
 - Include disabled people in all training and development programmes;

- Give full and proper consideration to disabled people who apply for jobs, making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

5. **Monitoring and Review**

- 5.1 The Trust deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole.
- 5.2 Monitoring of this policy will include the collection of information on employees by gender, marital status, ethnic origin, sexual orientation, religion / beliefs, grade and length of service in current grade. Information regarding the number of staff who declare themselves as disabled will also be maintained.
- 5.3 The extent to which recruitment to first appointment, internal promotion and access to training/development opportunities affect equal opportunities for all groups will also be assessed as necessary.
- 5.4 Information on employees who have been involved in certain key policies, Disciplinary, Grievance and Bullying & Harassment, will also be maintained.
- 5.5 All information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.
- 5.6 If monitoring shows that the Trust, or its operating functions, are not representative, or that sections of the workforce are not progressing properly, then an action plan will be developed to address these issues.

6. **Grievances**

- 6.1 Employees have the right to pursue a complaint concerning discrimination or victimisation via the Grievance procedure.
- 6.2 Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the Disciplinary procedure.

7. **Third Parties**

- 7.1 Third Party harassment occurs where a trustee or employee is harassed by third parties, such as clients or customers, and the harassment is related to a protected characteristic (see Point 1.4 for a list of these characteristics). YHEDT will not tolerate such actions against its trustees or employees and individual(s) concerned should inform their line manager immediately. The Chair of Trustees or Director will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

Document Version History

Version	Date	Comments
1.0	29/05/2020	Policy statements re-written, based on the version in the YHEDT Human Resources Manual.