



LIGHTHOUSE
FUTURES TRUST

Equality and Diversity Policy

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Member of staff Reviewing Policy: Charity Administrator

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Next Review Date: November 2019

LIGHTHOUSE FUTURES TRUST

Equality and Diversity Policy

Lighthouse Futures Trust may be referred to in full, as LFT or the charity.

1. Definition

Lighthouse Futures Trust has adopted the Equalities Review 2007 definition of an equal society which strengthens our approach to equality and diversity. The definition is:

‘An equal society protects and promotes equal, real freedom and substantive opportunity to live in the ways people value and would choose, so that everyone can flourish. An equal society recognises different people’s different needs, situations and goals and removes the barriers that limit what people can do and can be’

This policy covers the provisions of the Equality Act which became law in October 2010. As an employer, our obligations remain largely the same. The Act harmonises and replaces previous legislation (such as the Race Relations Act 1976 and the Disability Discrimination Act 1995) and ensures consistency to make the workplace a fair environment and to comply with the law.

Charities have a duty to consider and complete the Equality Impact Assessment, Appendix 1.

This policy will be subject to review in line with changes in employment law and related policies and procedures.

2. Introduction and objectives

The charity is committed to providing an environment free from discrimination, bullying, harassment and victimisation where all members of its community are treated with respect and dignity. The charity aims to create a culture of diversity within its community, providing a dynamic working and learning environment, where all members are valued for their contribution.

Our aim is to ensure that these commitments, reinforced by our values, are embedded in our day to day working practices with the charity community. The charity is committed to providing equality of opportunity for all irrespective of:

- Age
- Disability
- Race or racial group (including colour, nationality and ethnic origin or national origins)
- Religion or belief
- Sex
- Marriage and Civil Partnership
- Gender reassignment

- Pregnancy and maternity
- Sexual orientation
- Caring responsibilities
- Social class, or
- Trade union activity.

Our aims are to promote equality of opportunity for all in line with the Public Sector Equality Duty, in line with Equality Act 2014 (Section 149):

- Complying with its legal obligation
- All our existing and potential service users are treated with dignity and respect
- Our partnership and contract arrangements promote equality of opportunity
- We will work with and between communities to help develop and strengthen relationships
- Our workforce will be reflective of all sections of society
- Ensuring that both existing staff and students, as well as those who seek to apply to work or study with us, are treated fairly and that individuals are judged solely on merit and by reference to their skills, abilities, qualifications, aptitude and potential
- Ensuring that all contractors and service providers operating on behalf of the charity are aware of this policy and expected to adhere to it.

Direct discrimination

Direct Discrimination occurs when an individual receives less favourable treatment than another person in similar circumstances. This includes discrimination based on factual information, or the perception or assumptions relating to any of the above categories.

Examples of direct discrimination include:

- Failure to short-list any Black, Minority, Ethnic (BME) applicants even though they meet the relevant criteria.
- Refusing a woman a promotion because you are concerned that she might want to take time off to start a family in the future.
- Choosing not to give a female teacher a pay rise because she is pregnant
- Unfavourable treatment of an individual because they are suffering from cancer or are HIV positive.

Indirect discrimination

Indirect discrimination occurs when there's a practice, policy or rule which applies to everyone in the same way, places a group who share a characteristic at a particular disadvantage. Examples of indirect discrimination include:

- Stipulating that people must speak clear fluent English where the job does not require verbal communication.
- Refusal to consider part time working hours.

Discrimination by association

Associative discrimination occurs when someone discriminates against someone because they associate with another person who possesses a protected characteristic.

- Unfavourable treatment because a person has homosexual friends or relations or because a person is married to someone of a particular religion.

Genuine occupational requirements

Indirect discrimination may on rare occasions be justifiable by law if it relates to a specific requirement of a job where race, sexual orientation, religion, belief or gender is a genuine occupational requirement for the job. For example, an advertisement for the post of Head Teacher at a Catholic School could reasonably state that candidates must be practicing Catholics.

If such a requirement cannot be justified by an organisation, it may be deemed unlawful. An employment tribunal may deem a finding of unlawful discrimination even though an employer has no intention to discriminate.

3. Application of the Policy

3.1 Recruitment and Selection

- Recruitment advertising will encourage applications from all sectors of the community reflecting the charity's commitment to equality and diversity;
- Recruitment advertising will appear in publications appropriate to the audience capable of producing the best candidates
- Job descriptions, person specifications and recruitment advertisements will be written on the basis of the essential and justifiable requirements of the position;
- Shortlisting, appointment and rejection decisions will be transparent and justifiable and will be supported by written comments.

3.2 Staff Development

- All staff will have equal access to induction, personal and career development opportunities and facilities.

3.3 Appraisal

- Probation and appraisal procedures will be clear and transparent and will be applied fairly across all staff.
- Pay decisions will be in line with the Pay Policy and decisions made will be applied fairly across all staff including those on maternity leave.

3.4 Disciplinary and Grievance

- Disciplinary and grievance procedures will be applied fairly and transparently for all staff;
- Allegations of discrimination, harassment or inappropriate behaviour will be dealt with under the appropriate disciplinary procedures for staff.

4. Implementation

The policy will apply to all staff employed by the Trustees of the Charity. The policy will also apply to all trustees, volunteers, contractors, job applicants, student placements, trainees and people holding honorary contracts with the charity.

In the implementation of this policy the charity will aim to:

- develop and promote a culture of equality and diversity throughout the charity;
- develop and promote a culture of dignity, courtesy and respect;

- support all staff and students, including provision of relevant support relating to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.
- work to prevent all forms of unlawful discrimination;
- deal with all forms of discrimination consistently and effectively;
- ensure that the Equality and Diversity policy influences and informs the culture of the charity including the employment policies adopted and implemented by the charity.

5. Roles and Responsibilities

We all have a right to be treated fairly and with dignity and respect. Everyone has a responsibility for working together to promote a harmonious environment which eliminates discrimination and harassment.

5.1 Role of the Trustees

- The Trustees have responsibility for ensuring all the charity policies promote and sustain equality and diversity in employment practices and the in the provision of the service.
- The Trustees will ensure there are effective policies in place for managing recruitment and selection, appraisal, bullying and harassment and grievances and complaints.

5.2 Role of the CEO

- To promote equality and diversity throughout the charity and ensure that colleagues are aware of their responsibilities and expectations with regard to their conduct. They will recognise the need for continuous professional development on issues of equality and diversity.
- To ensure that all customs and practices within the charity adhere to the principles stated within this policy
- To ensure that links with the National and Local Government are maintained to keep up to date with current legislation and developments with regard to equality and diversity issues.
- To ensure that this policy is implemented effectively and that any contravention will be dealt with under the charity's grievance and bullying and harassment policy, disciplinary policy and complaints policy as appropriate.
- Ensure staff know how to report discrimination, bullying and harassment and ensuring that reporting incident do not result in victimisation.
- Effectively manage and deal promptly with investigating issues relating to potential discrimination including complaints against employees.

5.3 Role of line manager

- Set a good example by treating all members of the charity with dignity and respect
- Address unacceptable behaviour and ensuring that all staff act in accordance with the equality and diversity policy providing necessary support and direction,
- Deal with complaints fairly, thoroughly, quickly and confidentially
- Ensure that due consideration is given to equality and diversity within their sphere of influence.

5.4 Role of employee

- Every employee, irrespective of their job or position within the charity, has an individual responsibility to treat others in a fair and non-judgemental manner and to promote positive attitudes and relationships.
- Not harass, abuse, intimidate others and victimise anyone as a result of them having complained about, reported or provided evidence of discrimination
- Individual employees will be held accountable for their actions if they contravene the charity's commitment to act as an equal opportunities employer and service provider. Any employee found guilty of unlawful discrimination or harassment will be subject to disciplinary action, including where appropriate, dismissal for gross misconduct.

6. Complaints

Any cases of harassment, discrimination, bullying or victimisation will be taken very seriously by the charity. Staff who make a complaint of discrimination have the right to do so without fear of victimisation and the charity will make every effort to ensure victimisation does not occur and that complaints are dealt with promptly and fairly.

Where an individual feels that they have been treated unfairly in accordance with this policy, they have the right of complaint through the appropriate procedures:

- Where an individual employed by the charity feels they have been discriminated against by an employee, manager or trustee of the charity, they should refer to the charity's Grievance and Bullying and Harassment Policy
- Where an individual is not employed by the charity feels that they have been discriminated against by an employee, manager or trustee of the charity, they should refer to the charity's Complaint Policy.

In both cases, the charity should seek advice from their Human Resources advisors.