

# Local Trust Equality and Diversity Policy

## Statement from our Chair and Chief Executive

Individuals with different cultures, perspectives and experiences are at the heart of Local Trust as an organisation and the range of programmes we deliver.

We want to recruit, develop and retain the most talented people, regardless of their background and make best use of their talents. At Local Trust we are guided by our values in everything we do and recognise that being a diverse and inclusive employer and grant maker helps us fulfil our aims of creating positive lasting change to communities throughout England.

We seek to develop a work environment where we treat all employees as individuals, fairly and in a consistent way. We work within the spirit and the practice of the Equality Act 2010 by promoting a culture of respect and dignity and challenging discrimination, should it ever arise.

We will remove unnecessary barriers for our employees and grant recipients by seeking opportunities through learning, training and development focussed on long term progression.

We will continue to support our leaders, managers, employees and grant beneficiaries to demonstrate the principles of equality and diversity in their everyday activities, roles and functions.

Matt Leach  
Chief Executive

David Warner  
Chair

## 1. Purpose

1.1 Local Trust is committed to promoting equality and diversity, and a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work. We aim to be an organisation, where diversity is valued, respected and built upon, with ability to recruit and retain a diverse workforce.

1.2 Local Trust, is as a minimum, committed to compliance with relevant equality legislation, namely the Equality Act 2010.

## 2. Scope

2.1 This policy applies to direct employees of Local Trust, workers (engaged through, or by, an employment agency and supplied to the Trust on a temporary basis), and all job applicants regarding recruitment.

2.2 Where contractors or third parties act on behalf of Local Trust they are responsible for adhering to the Policy whilst providing services on behalf of the Trust.

2.3 This policy applies also to sub-contractors. The Trust will monitor the performance of contractors and/or third parties and take all necessary steps to ensure good performance and compliance with appropriate behaviours.

## 3. Policy Statement

3.1 Local Trust is committed to ensuring:

- that existing members of staff, job applicants, or workers are treated fairly in an environment which promotes respect for all.
- A workplace free from any form of discrimination including against the protected characteristics as outlined by the Equality Act 2010:
  - age;
  - disability;
  - gender reassignment;
  - marriage and civil partnership;
  - pregnancy and maternity;
  - race (includes colour, nationality and ethnic origins);
  - religion and or belief;
  - sex;
  - sexual orientation;

3.2 In addition, existing members of staff, job applicants, or workers are treated fairly in an environment which is free from discrimination with regard to: caring responsibilities, part-time employment, membership or non-membership of a trade union or spent convictions. We will strive to ensure:

- all employment-related policies, practices and procedures are applied impartially and objectively;
- equality of opportunity to all and to provide staff with the opportunity to develop and realise their full potential;
- that the Trust works towards achieving a diverse workforce at all levels;
- that employees of the Trust can work in an atmosphere of dignity and respect.

3.4 All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

3.5 Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice

3.6 Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence

## 4. Training

4.1 The Trust's commitment includes training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination. We take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

4.2 We will make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

## 5. Monitoring

Local Trust will:

5.1 Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

5.2 Monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity.

5.3 Review performance against the policy annually and take action to address any issues arising.

5.4 Periodically review the approach of grantees and contractors as part of our regular monitoring regimes.

This policy is fully supported by Trustees and senior management. Reporting on the annual review will be to Local Trust's Audit and Risk Committee.

Details of the organisation's grievance and disciplinary policies and procedures can be found on the intranet. This includes with whom an employee should raise a grievance – usually their line manager.

The information on this policy will be published on our website, proactively communicated to staff and new starters and be included within the Staff Handbook.