



## **EQUAL OPPORTUNITY & DIVERSITY POLICY**

### **1. PURPOSE**

The Cornwall Community Foundation is committed to the policy of equal treatment of all employees and applicants for positions of employment, and requires all employees, of whatever grade or authority, to abide by and adhere to this general principle and the requirements of the Codes of Practice issued from time to time by the Equality and Human Rights Commission).

This policy is to be given out as part of the documentation associated with all contracts of employment by the Foundation.

### **2. LEGISLATION**

The CCF will take all reasonable steps to ensure that we and our staff do not unlawfully discriminate under:

- Equality Act 2010
- Disability Discrimination Act 1995 and 2005
- Sex Discrimination Act 1978 and amendments 1986
- Equal Pay Act 1970 and amendment regulations 1983
- Race Relations Act 1976 and amendments 2000
- Employment Equality (age) regulations 2006
- Employment Equality (Sexual Orientation) regulations 2003
- Employment Equality (Religion or Belief) regulations 2003
- Rehabilitation of Offenders Act 1974
- Protection from Harassment Act 1997
- Human Rights Act 2000
- Parental Leave Directive 2000

### **3. DEFINITIONS**

Discrimination means treating a person unfairly because of who they are or because they possess certain characteristics. If you have been treated differently from other people only because of who you are or because you possess certain characteristics, you may have been discriminated against.

The CCF is committed to opposing discrimination on any grounds, including the 9 protected characteristics highlighted in The Equality Act 2010:

1. Age
2. Gender
3. Race
4. Disability
5. Religion and belief
6. Pregnancy and maternity
7. Sexual orientation
8. Gender reassignment
9. Marriage and civil partnership

Discrimination that occurs because of one or more of the above characteristics is unlawful under the Equality Act. Considering every person has at least some of these characteristics such as age, race or gender, the Act protects every person from being discriminated against. If you are treated unfavourably because someone thinks you belong to a particular group of people with protected characteristics, this is also unlawful discrimination.

#### 4. TYPES OF DISCRIMINATION

The CCF's commitment to anti-discriminatory practice relates to all kinds of discrimination set out below, whether there is any intention to discriminate or not:

- a) **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.
- b) **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.
- c) **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.
- d) **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- e) **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.
- f) **Discrimination by Association:** if you are treated unfairly because someone you know or are associated with has a protected characteristic, this may be construed as discrimination by association.
- g) **Discrimination by Perception:** receiving unfair treatment because someone thinks you belong to a group with protected characteristics, you may be experiencing discrimination by perception.

#### 5. SUMMARY OF RESPONSIBILITIES

All members of staff, Trustees, committee members, volunteers and fund panel members are responsible for the success of this Diversity and Equal Opportunities policy and must ensure they familiarise themselves with it and follow it. Trustees have a responsibility for ensuring the policy is adhered to, maintained and reviewed.

Responsibility for oversight of matters relating to recruitment, employment, grievance and harassment, as well as grant making and development lies with the Chief Executive.

All staff are made aware of their day-to-day responsibilities under this policy when they join the CCF, and training is provided where individuals require it. All employees are required to comply with this policy when dealing with other employees (including temporary or agency staff and consultants), job applicants, clients, suppliers, customers and contacts, and anyone else with whom they come into contact during the course of their employment.

Staff are invited to comment on this policy and suggest ways it may be improved by contacting the CEO.

#### 6. SCOPE OF THE POLICY

This policy applies to governance, recruitment and employment, development, grant making, communications, and investments.

## **7. GOVERNANCE**

The CCF expects its management and governance to benefit from a wide range of opinions, experience and beliefs. Thus CCF ensures that:

- Recruitment of members to the Board of Trustees, committees and funding panels is done on the basis of the skills required, irrespective of gender, marital status, sexual orientation, race, ethnic origin, nationality, colour, disability, age, gender reassignment, or religion or belief
- Diversity is taken into consideration when recruiting members to the Board of Trustees, committees and funding panels
- Policies and strategies recommended to the Board of Trustees comply with our stated commitment to diversity and equal opportunities
- Strategies to broaden diversity among trustees and advisory panel members are promoted wherever possible

## **8. EMPLOYMENT**

The CCF's aim is to recruit the best person for the job; to make full use of the talents and resources of all our employees; to support and develop our staff; and to create a working environment free from unlawful discrimination, victimisation and harassment, in which all employees are treated with dignity and respect.

### **Recruitment**

The CCF aims to be an equal opportunities employer and has developed procedures to assist in achieving this aim and to ensure that no applicant is treated unfairly. Thus CCF undertakes to ensure that:

- No applicant receives less favourable treatment on the basis of gender, marital status, sexual orientation, race, ethnic origin, nationality, colour, disability, age, gender reassignment, or religion or belief
- Each vacancy is based upon a clear and concise job description and person specification. The person specification includes only objective criteria which are required for the duties and responsibilities of the post.
- The assessment of applications is done on the basis of information provided so that ability and potential performance are the only criteria used in selection
- All applications are monitored for equal opportunities purposes and this information does not play a part in short-listing or recruitment

If there is a genuine and lawful reason for limiting the vacancy to a particular group, this will be clearly stated, together with the grounds for it, on any advertisements. The CCF retains the discretion to invite applications from individuals whose jobs might be at risk of redundancy, or who are being re-deployed for health or disability reasons, before advertising any post more widely.

### **Terms and conditions of employment**

The CCF will ensure that terms and conditions of employment are free from all forms of direct and indirect discrimination and apply equally regardless of colour, race, nationality, ethnic origin, sex, marital status, disability, gender reassignment, part-time or fixed term status, parental responsibilities, religion or belief, sexual orientation or age. No requirements or conditions will be imposed, directly or indirectly, which will or might place any group of employees at an unfair or unlawful disadvantage.

The CCF recognises that flexibility with regard to working patterns will assist the broadest range of people to work for the Foundation. The CCF will not reject any request for non-standard working patterns unless there is objective justification after careful consideration.

### **Training, career development and promotion**

All employees will be provided with the appropriate training (according to business need) to enable them to improve their performance and to achieve the performance standards and targets set for them by the CCF, regardless of colour, race, nationality, ethnic origin, sex, marital status, gender reassignment, disability, part-time or fixed term status, parental responsibilities, religion or belief, sexual orientation or age.

The CCF will also ensure that opportunities for training, career development are made equally available to all employees, regardless of length of service or the number of hours worked. The CCF will take steps to ensure that those who have caring responsibilities are able to access training and development opportunities that involve time outside the usual working day.

Promotion within the CCF is based on merit and the reasonable requirements of the job regardless of colour, race, nationality, ethnic origin, sex, marital status, disability, part-time or fixed term status, parental responsibilities, religion or belief, gender reassignment, sexual orientation or age.

### **Disabilities**

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

If you experience difficulties at work because of your disability, you may wish to contact your line manager to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Your line manager may wish to consult with you and your medical adviser about possible adjustments. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible.

We will monitor the physical features of our premises to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, we will take reasonable steps to improve access.

## **9. GRANT MAKING**

The CCF is keen to uphold the principles of equal opportunities in all grant making activities – publicity, application, assessment and decision making. The CCF considers all requests fairly against the criteria for relevant funding schemes. Priorities within discretionary grant programmes take account of the needs to recognise diversity. The CCF tries its best to meet the needs of smaller community organisations, and aims to reach people who are most disadvantaged or isolated, helping them to take advantage of opportunities that would not otherwise be available to them.

The CCF is keen to support people who experience discrimination or disadvantage for whatever reason.

The CCF undertakes to ensure that:

- Eligible groups are fully aware of our grants programme, by widening public knowledge of the organisation
- Guidelines and application forms are written in plain English and are jargon free
- Grant assessment is consistent between staff members and assessment is carried out in accordance with the published grant making guidelines, taking into account any fund holder requests and amount of funding available

- Training is offered to staff, Trustees, committee and fund panel members so that they are aware of disability and cultural issues that may affect an application
- The application and decision making process is transparent
- Grant recipients uphold equality opportunity principles and implement them in their activities

## **10. DEVELOPMENT**

The CCF encourages local philanthropy from all people and gifts of all sizes through general donations, named funds, legacies, sponsorship and membership of specific groups. It especially encourages gifts from donors and sections of the community not already involved in the CCF's activities.

The CCF seeks support from all sections of the community and offers ways of involving donors at different levels. It does this through:

- Donations – the CCF accepts all size of donations through standing orders, one off payments, membership, setting up a fund and adding to a fund
- Donor Care – the CCF undertakes to respect the wishes, confidentiality and charitable aims of donors and potential donors wherever possible and to provide them with the best information available in grant making opportunities
- The CCF aims to ensure that all donors understand the broad principles of our diversity and equal opportunities policy

## **11. COMMUNICATIONS**

The CCF tries to ensure that in all its communications it reflects the mix and diversity of its activities and beneficiaries

The CCF ensures that publicity about the availability of grants is accessible to as wide an audience as possible and that appropriate means of communication are used to reach those communities less likely to have access to traditional means of communication.

The CCF ensures that publications reflect the diversity of activities and beneficiaries supported and are attractive to all sections of the community. Written communications are written in plain and jargon free language.

## **12. INVESTMENTS**

Although donations are pooled for investment purposes, the CCF will, wherever possible, provide an investment system which takes account of special investment requirements of donors.

## **13. MONITORING AND REVIEW**

The CCF is committed to monitoring the effectiveness of this diversity and equal opportunities policy. The Board of Trustees reviews periodically all aspects of policies, procedures and practices in relation to recruitment, terms and conditions of employment, training, career development, promotion and grievance and discipline to identify any trends or patterns emerging. The CCF is committed to identifying and taking all steps necessary to eliminate any unjustified discrimination which is revealed by this monitoring process. Recommendations for change are agreed by the Board.

## **12. COMPLAINTS**

The CCF will treat seriously any complaints of unlawful discrimination made by employees, volunteers, trustees, or other third parties and will take action where appropriate.

All complaints will be dealt with under the CCF Grievance Procedures. The use of these procedures does not take away the individual's right under the law to take a case to an Industrial Tribunal. A complaint under the Sex Discrimination Act must be lodged with the Central Office of Industrial Tribunals within 3 months of the date of the alleged discriminatory act.

No-one who brings a complaint or grievance in good faith under the policy will be subject to victimisation or any other detriment as a result of their action.

### **13. RELEVANT POLICIES**

This policy should be read in conjunction with the following policies:

- Whistleblowing Policy
- Grievance Policy
- Disciplinary Policy

Date	October 2011
Approved By	Board of Trustees
Review Dates	September 2013, 7 February 2019, 18 May 2023
Next Review	Q2 2025