

## EQUALITY AND DIVERSITY POLICY

### Introduction

Shoreditch Trust is a charity formed in 1999 working to support communities to address the causes of disadvantage in the most deprived areas of London Borough of Hackney.

The Trust retains a particular focus on supporting and empowering the communities of Shoreditch, but also works collaboratively with a wide network of partner organisations locally, nationally and internationally, helping to address social exclusion in areas also characterised by significant disadvantage.

The Shoreditch Trust Equality and Diversity Policy establishes our commitment to ensuring that the organisation is inclusive in all aspects of its work. It outlines the company's aims to safeguard those who may face inequality or harassment due to one or more protected characteristic.

Equality is a core value of the organisation. We believe that everyone has the right to lead healthy and fulfilling lives through supporting people to recognise opportunities and overcome obstacles to realise their potential.

### Policy Statement

Shoreditch Trust is committed to encouraging diversity and eliminating discrimination in both its role as an employer and as a provider of services. Through its aims as a charity, Shoreditch Trust recognises that the communities we work with have endured long-term deprivation and under investment. It also recognises the incredible potential of those communities and individuals. We are committed to challenging and changing this situation and to contributing to the creation of a fair, equitable and accessible society.

Shoreditch Trust aims to create a culture that respects and values each other's differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their potential. We are committed to recognising and using the skills of local people and those who work in and contribute to Hackney and areas facing similar levels of deprivation, irrespective of their class, sex, race, age, ability, religion or belief or sexuality.

Shoreditch Trust recognises that certain groups and individuals in society are oppressed and disadvantaged due to discrimination directed against them. We aim to remove any barriers, bias or discrimination that prevents individuals or groups from realising their potential and contributing fully to our organisation's performance and to develop an organisational culture that positively values diversity. Shoreditch Trust's commitment to anti-

discriminatory practice relates to all kinds of discrimination, as set out below:

- Direct discrimination - where someone is treated less favourably than another because they have a protected characteristic under the Equality Act 2010;
- Indirect discrimination – when a requirement or a condition is applied which has a detrimental effect on a particular group or individual. This applies even if there was not a deliberate intention to discriminate;
- Associative discrimination – direct discrimination against someone because they associate with another person who has a protected characteristic;
- Perceptive discrimination - direct discrimination against someone because others think they have a protected characteristic even if they do not possess that characteristic;
- Harassment – unwanted conduct related to a protected characteristic which violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them. This applies even if the conduct is not directed at the individual or if they do not have the protected characteristic;
- Third party harassment – potential liability for the harassment of staff by others such as clients or customers;
- Victimisation – when someone is treated badly because they made/supported or it is thought they have made a complaint under the Equalities Act 2010.

All forms of discrimination are unacceptable, regardless of whether there was any intention to discriminate or not. Employees have a duty to co-operate with Shoreditch Trust to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination.

#### Purpose

The purpose of this policy is to ensure equality and fairness for all in our employment and in the provision of services.

All employees, trustees and volunteers, whether part-time, full-time or temporary, will be treated fairly and with respect by the organisation. Selection for employment, promotion, training, volunteering or any other benefit will be based on skills and ability.

#### Principles

Shoreditch Trust's commitment to Equality and Diversity is to:

- create an environment in which individual differences and the contributions of all our employees, trustees and volunteers are recognised and valued;

- create a working environment that promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated;
- ensure training, development and progression opportunities are available to all;
- promote equality in the workplace, (which it believes is good management practice and makes sound business sense);
- regularly review all employment and volunteering practices and procedures to ensure that no job applicants, staff, trustees or volunteers are treated less favourably than others;
- treat breaches of the equality policy seriously and to take disciplinary action when required;
- provide information and training to all employees, trustees and volunteers so that they are fully aware of the issues relating to Equality and Diversity and their responsibilities relating to it;
- monitor and review the policy at least every two years.

#### Aims

In line with Shoreditch Trust's core purpose to work with people to help to improve their health, wellbeing, social networks and opportunities and address inequality and exclusion, the Trust aims to:

promote equality of opportunity;  
celebrate and value diversity;  
eliminate unlawful direct and indirect discrimination.

Shoreditch Trust will provide equality of opportunity and equal treatment as an integral part of good practice. The organisation is committed to a working environment in which the contribution and needs of everyone are fully valued and recognised. We will support our staff, workers, trustees and contractors in not tolerating any inappropriate, violent or abusive behaviour from colleagues, other organisations or customers.

#### Scope

The policy applies to employees directly employed by Shoreditch Trust, Trustees, volunteers, customers in terms of service provision and to all applicants for employment. The policy applies specifically to discrimination and equality of opportunity in respect of 'protected characteristics' as defined in the Equalities Act 2010:

- Age
- Disability
- Race
- Sex
- Religion or cultural beliefs
- Gender reassignment
- Marital status and civil partnership
- Sexual orientation

- Pregnancy and maternity

The policy applies across the range of employment policies and practice, including those relating to Discipline, Grievance, Harassment and Complaints.

#### Responsibilities

Shoreditch Trust values its staff, contractors, workers, trustees and customers, and expects them to be treated in a respectful manner. Accordingly, all have a responsibility to treat others with dignity and respect. All have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices. The Senior Leadership Team is responsible for providing advice and guidance on equality and diversity issues, and to ensure the policy document is kept up to date.

#### Legislation

We will take all reasonable steps to ensure that we do not unlawfully discriminate under:

- the Rehabilitation of Offenders Act 1974;
- the Employment Rights Act 1996;
- the Human Rights Act 1998;
- the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000;
- the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002;
- the Civil Partnership Act 2004;
- the Work and Families Act 2006;
- the Equality Act 2010;
- Race Relations Act 1976;
- Disability Equality Duty;
- Gender Equality Duty;
- Racial Equality Code of Practice for Employment;
- Sex discrimination Act 1975;
- Equal Pay Act 1970;
- Disability Discrimination Act (DDA) 1995;

#### Recruitment, Training and Development

As an organisation, we value the variety of different views, outlooks and approaches that a diverse workforce bring. This assists us to provide improved services and increases our understanding of our service users. We aim to encourage, value and manage diversity and we recognise that talent and potential are distributed across the population. Not only are there moral and social reasons for promoting equality of opportunity, it is in the best interest of this organisation to recruit and develop the best people for our jobs from as wide and diverse a pool of talent as possible.

Shoreditch Trust aims to promote equality and diversity as an employer and to ensure that no job applicant or employee receives less favourable treatment or is disadvantaged by conditions or requirements that cannot be shown to be justifiable in the context of the policy.

Selection, recruitment, training, promotion and employment practices will be subject to regular review to ensure that they comply with the Equality and Diversity Policy. Shoreditch Trust has an Equal Opportunities Monitoring Form, which will be sent to all potential job applicants as part of the Trust's processes to ensure compliance with this policy.

The Chief Executive through the Trust Administrator ensures that all new employees, volunteers, and Trustees will receive induction on the policy.

Shoreditch Trust provides training for all staff, volunteers and Trustees and this shall be documented in the individual training plans/records.

The following principles will hold in relation to employment practices at the Trust:

- Equal consideration will be given to employees for training opportunities to perform their job;
- Employees may be appraised against relevant, objective criteria to measure performance and training needs;
- Promotion prospects will be governed by individual merit, ability, achievement and development potential.
- The aim of training will be to develop equality and diversity and provide information, skills and advice to ensure the effective implementation of the Trust's policy.

The purpose is:

- For people to understand the terms "Equality" and "Diversity";
- To demonstrate the benefits of positive equality and diversity practice in the organisation;
- To understand the psychology of discrimination and its impact on performance;
- To increase awareness of equality issues arising from bullying and harassment in the workplace;
- To understand the role of legislation;
- To review organisational challenges in relation to equality and diversity and identify solutions;
- For each person to contribute to the development for equality and diversity at the Trust.

Implementation and Monitoring

Shoreditch Trust recognises that the promotion of equal opportunities requires more than passive opposition to discrimination; we are therefore

committed to taking positive action towards equality of opportunity. We are committed to the empowerment of local people and to their consistent engagement in the process of regenerating and rejuvenating Hackney and similarly deprived areas.

Local meetings, forums, focus groups and existing meeting networks will be used to ensure that people are empowered to drive the charity's mission.

We will ensure support for those who are unable to take part in meetings. Advocates, child care, respite care, translation, Braille, audio tape and other support will be made available to ensure that as many people as want to can take part in the business of the Trust.

We will ensure that all information possible is produced in plain language and is jargon free. Where necessary an explanation of technical or complex words will be provided.

The Board of Trustees shall work to ensure that it acts in such a way that no individual or group referred to in this policy is discriminated against, in particular:

- By planning to accommodate the needs of the Trustee Board and volunteers;
- By providing information in a way that is accessible;
- By meeting in premises with facilities which are physically accessible to those participating;
- By making training in discrimination awareness and equal opportunities available to all members of the Trustee Board, paid workers and volunteers.

The recruitment of paid workers and volunteers is undertaken in accordance with this policy, by:

- ensuring that posts are advertised in such a way as to encourage applications from groups experiencing discrimination;
- ensuring that in all selection procedures only factors relevant to the requirements of the post are considered, and that the spirit of the policy statement is adhered to;
- the employment of paid workers and volunteers shall be undertaken in accordance with this policy, in particular:
- providing training relevant to the needs of staff, designed to enable them to carry out their jobs;
- ensuring that any staff member who, in the course of their work, displays attitudes contrary to this policy to any person, whether by word, behaviour or other manner shall be liable to disciplinary action;
- recognising and responding to the individual needs of staff, and ensuring that within available resources, the necessary support is provided to enable them to work effectively.

### Grievances, Complaints and Sanctions

Shoreditch Trust will treat seriously any complaints of unlawful discrimination on any of the stated grounds made by employees, volunteers, trustees, clients or other third parties and will act where appropriate. If a person believes that they have been subjected to discrimination, the company's grievance procedure should be invoked as set out in the Grievance policy.

In view of the sensitivity of this subject, if preferred, the CEO or a Director can be approached rather than the immediate supervisor or manager. In either case, the Trust will treat the matter as strictly confidential.

All complaints made by external parties will be investigated in accordance with Shoreditch Trust's Complaints Procedure and the complainant will be informed of the outcome. Support will be provided to anybody who needs it to ensure fairness in her or his dealings with Shoreditch Trust.

In the event of an investigation concerning a complaint against an employee, Shoreditch Trust's Grievance Policy will be followed and any action necessary dealt with under Shoreditch Trust's Disciplinary Procedure.

Approved by Shoreditch Trust Board  
Signed Chair



May 2023

Review date: May 2025