

Equity, Diversity, and Inclusion Policy

Organisation	St Giles Trust
Title	Equity, Diversity, and Inclusion Policy
Author	Stellamaris Mohammed
Owner	Human Resources
Subject	Equity, Diversity, and Inclusion
Protective Marking	Official

	Contents	Page
1.0.	Introduction	2
1.1.	Scope	2
2.0.	Policy Statement	2-3
3.0.	Our Approach	3-4
4.0.	Responsibilities	4
5.0.	Definitions and Purpose	4- 5
5.1.	Forms of Discrimination	5
5.2.	Equality	5
5.3.	Equity	5
5.4	Diversity	5
5.5.	Inclusion	5
5.6.	Disability	5
5.7.	Reasonable Adjustment	6
6.0.	Forms of Discrimination with Examples	6
6.1.	Direct Discrimination	6
6.2.	Discrimination by Association	6
6.3.	Perception Discrimination	6
6.4.	Indirect Discrimination	7
6.5.	Harassment	7
6.6.	Harassment Based on the Protected Characteristic of Another	7
6.7.	Victimisation	7
7.0.	Applying the Policy	8
7.1.	Termination of Employment	8
7.2.	Fixed-term Employees and Temporary Workers	8
7.3.	Part-time Workers	8
7.4.	Volunteers	9
7.5.	Clients	9

8.0.	Disability	9
9.0.	Other Stakeholders	9
10.0.	Breaches of the Policy	10
11.0.	Monitoring of the Policy	10
12.0.	Other Relevant Policies	10- 11
13.0.	Appendix A Employee Resource Groups/Aims	11-12
13.0.	Document Control	13

1. INTRODUCTION

St Giles Trust recognises that Diversity and Equality, Equity of Opportunity make all richer, as individuals, as a charity and as a society. We are fully committed to respecting and treating everyone fairly, eliminating discrimination and actively promoting inclusion and good relationships between groups. At St Giles Trust, we support and enable all our staff, volunteers and those who use our services to look forward with aspiration and optimism and to take their wider part in the organisation. We expect all who encounter our unique and innovative charity to treat each other with respect, courtesy, and consideration.

1.1. Scope

This policy applies to St. Giles Trust’s clients, staff and third parties doing work for and on behalf of the charity. This includes volunteers; employees, whether permanent, part-time or on fixed-term contracts; temporary, casual, or ex-employees; job applicants and individuals such as consultants who are not our employees, but who work for St Giles Trust (hereinafter referred to as workers).

This policy applies to all areas of St Giles Trust’s service delivery and employment including:

- The recruitment of staff, their employment conditions, training and development, opportunities for promotion, benefits, facilities, health, and safety, conduct at work, grievance and disciplinary procedures and termination of employment, including redundancy.
- The provision of our services which includes fair access
- The design, development, and maintenance of our services
- The practices of our consultants and contractors

This policy shall be provided to all workers and volunteers. However, the policy does not form part of any contract of employment, and we may amend it at any time. This policy applies equally to the treatment of our visitors and suppliers.

2. POLICY STATEMENT

St Giles Trust is committed to the principle and practice of equality, inclusion and celebrating the diversity of its people. Thus, St Giles Trust appreciates that the people who work for us and use our services have diverse characteristics and different experiences, needs and aspirations. Through its employment and service delivery, St Giles Trust seeks to actively promote equality and inclusiveness for all our clients and workers and to challenge discrimination and exclusion.

St Giles Trust will not discriminate against any individual based on their gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, pregnancy or trade union membership or the fact that they are a temporary, part-time, or fixed-term worker.

St Giles Trust will strive to ensure that we do not disadvantage anyone within our policies or conditions of service, which cannot be justified as necessary for operational purposes.

St Giles Trust confirms its commitment to meet its responsibilities under the Equality Act 2010. Furthermore, due to the nature of our services, St Giles Trust will comply with the Public Sector Equality Duty, which puts a duty on public authorities to consider or think about how their policies or decisions affect people who are protected under the Equality Act.

As an organisation committed to its values, St Giles Trust practices are underpinned by our values, which are to be:

- Positively Empowering
- Persistently Supportive
- Flexibly Creative
- Proactively Empathic
- Actively Inclusive
- Clearly Communicating

St Giles Trust will take steps to ensure that our clients do not experience or are not disadvantaged by any aspect of our service provision. We have consistently achieved excellence in diversity and are committed to working within a robust equality, diversity, and inclusion framework, so that we can manage our services appropriately and strive to ensure we operate in a non-discriminatory manner.

3. OUR APPROACH

St Giles Trust will ensure that our services are delivered to our clients in a way that is fair and equitable, with positive steps being taken to address the needs of minority and disadvantaged groups.

St Giles Trust will, as far as is possible, ensure that all who work for us get fair, equitable and equal treatment, with appropriate action being taken, where possible, so that individuals from global majority and disadvantaged groups are able to play a full part in all aspects of service development and delivery.

St Giles Trust will provide training and development opportunities to our staff, volunteers, and Board members to support the implementation of this policy. We will update staff on any changes in best

practice or relevant legislation as well as on the use of this policy and the implications of not adhering to it.

St Giles Trust has various employee resources groups such as Black Awareness Group (BLAG), Neuro Diversity Forum, Muslim Staff Group, Women's Network, Supporting Women in Menopausal Stages (SWIMS) These groups work closely with the EDI team, the EDI strategy group and their individual SMT sponsors) to support the implementation and monitoring of this Policy and the development and delivery of an on-going Equality, Diversity and Inclusion practices. See list of the groups, their sponsors, coordinators key contacts and aims of the groups on Appendix A

4. RESPONSIBILITIES

Everyone has a duty to act in accordance with this policy, and therefore to always treat people with dignity, and not to discriminate against or harass anyone, whether junior or senior to them. In some situations, St Giles Trust may be at risk of being held responsible for the acts of individuals and as such will not tolerate any discriminatory practices or behaviour. *In fact, we have absolute zero tolerance for any undignified inappropriate behaviour, language, and conduct.* All staff and volunteers in the organisation will be trained on equality diversity and inclusion practices.

We expect everyone to take responsibility for the success of this policy and ensure that they familiarise themselves with and abide by the policy, acting in accordance with its aims and objectives. If you have any questions about the content or application of this policy, you should contact the Head of Human Resources.

Those working at a management level have a specific responsibility to set an appropriate standard of behaviour, to be an effective role model and be inclusive in their management style; leading by example and ensuring that those they manage adhere to the policy and promote the aims, objectives, and the values of St Giles Trust with regard to Diversity, Equality, Equity and Inclusion. To facilitate this process, managers will be trained on Equality, Equity, Diversity, and Inclusion including equal opportunities within recruitment and selection.

The Board of Trustees has overall responsibility for the effective operation of St Giles Trust Equality, Equity, diversity, and Inclusion policy and for ensuring compliance with the relevant statutory framework prohibiting discrimination. The Board of Trustees delegate to the Chief Executive and its Senior Management Team the day-to-day responsibility for implementing the policy and ensuring its maintenance and review.

5. DEFINITIONS AND PURPOSE

St Giles Trust will not unlawfully discriminate on grounds of:

- Gender
- Sexual Orientation, Marital or Civil Partner Status
- Gender Reassignment
- Race

- Religion or Belief
- Colour
- Nationality
- Ethnic or National Origin
- Disability or Age, Pregnancy or Maternity Leave
- Trade Union Membership
- Part-time or Fixed-term Status

5.1. Forms of Discrimination

Discrimination can come in one of the following forms:

- Direct Discrimination - treating someone with a protected characteristic less favourably than others
- Indirect Discrimination - putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at an unfair disadvantage. (It is lawful to have specific rules or arrangements in place if they can be justified.)
- Harassment - unwanted behaviour linked to a protected characteristic that violates someone's dignity or creates an offensive environment for them
- Victimisation - treating someone unfairly because they have complained about discrimination or harassment

These are addressed in detail with some examples in section 6 below. Note that these are examples and are not exhaustive.

5.2. Equality

Equality means everyone enjoying the same opportunities free from discrimination.

5.3. Equity

Equity means being fair and impartial in all our processes, practices and interactions with all our people

5.4. Diversity

Diversity means understanding, respecting, valuing, and celebrating the differences between people.

5.5. Inclusion

Inclusion is about allowing people to be themselves, valuing difference and letting people know that their contribution is valued. It is about ensuring that no one feels left out because of their gender, sexual orientation, marital or civil partner status, gender reassignment, religion or belief, race (including colour, ethnic origin, national origin and nationality), disability, age, pregnancy or maternity leave (**“protected characteristics”**) or on grounds of their trade union membership, or part-time or fixed-term status or any other visible or invisible differences. Feeling excluded can lead to potential claims of discrimination.

St Giles Trust will, whenever practical and operationally viable, take appropriate steps to accommodate requirements of religions, cultures, and domestic responsibilities.

5.6. Disability

A person is **disabled** if they have a physical or mental impairment which has a long-term (usually lasting more than a year) and substantial adverse effect on their ability to carry out normal day-to-day activities. A number of impairments, such as cancer, HIV, multiple sclerosis and mental health conditions are automatically considered disabilities and other progressive conditions will be considered a disability as soon as the symptoms of that condition have an adverse effect on the day-to-day activities. For further information on mental health and well-being, please see the website www.mind.org.uk or www.youngminds.org.uk - for young people.

5.7. Reasonable Adjustment

A **reasonable adjustment** is a change or adaptation to the physical or working environment that has the effect of removing or minimising the impact of the individual's impairment in the workplace, so they are able to undertake their job duties, the focus is very much on the employee's ability to function on a day-to-day basis.

6. FORMS OF DISCRIMINATION WITH EXAMPLES

6.1. Direct Discrimination

This occurs when someone is treated less favourably than another person because of a protected characteristic.

Example – Mike, a Senior Manager, turns down Susan's application for a supervisor position. Susan, who is a lesbian, learns that Mike did this because he thinks the team, she would have been supervising are homophobic. Mike thought that Susan's sexual orientation would prevent her from gaining the respect of the team and this would therefore make her managing the team difficult. This is direct sexual orientation discrimination.

6.2. Discrimination by Association

This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

Example – Farid is a Team Leader and had been told she was being promoted to a higher grade and would also be managing another small project. However, after Farid told her manager that her mother who lives with her has had a stroke, the promotion was withdrawn. This may be discrimination against Farid because of her association with a disabled person.

6.3. Perception Discrimination

This is direct discrimination against an individual because others believe they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

Example – Kevin is 45 but looks much younger. Many people assume that he is in his mid-20's. Kevin is not allowed to represent his company at an important meeting because the CEO thinks that he is too young. Kevin has been discriminated against on the perception of a protected characteristic.

6.4. Indirect Discrimination

This can occur when you have a provision, condition, rule, policy or even a practice that applies to everyone but particularly disadvantages people who share a protected characteristic. Indirect discrimination can be justified if the organisation can show that they acted reasonably in managing the business e.g., that it is a 'proportionate means of achieving a legitimate aim'. Being proportionate really means being fair and reasonable, including showing that 'less discriminatory' alternatives have been explored before deciding.

Example – Sarah is in her late twenties and working as a social worker. She is fully qualified, doing well in her current role and ambitious. She spots a post advertised with another employer for what she sees as the next step in her career. However, the advertisement specifies that candidates must have ten years' experience in the profession. Sarah has six. Unless the employer can lawfully justify why candidates need ten years' experience, this is likely to be indirect discrimination against young candidates such as Sarah who can demonstrate that they are qualified and capable, but don't have ten years' experience because of their age.

6.5. Harassment

This is unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

Example – Ryan is disabled and is claiming harassment against his line manager after she has frequently teased and humiliated him about his disability.

6.6. Harassment Based on the Protected Characteristic of Another

As with direct discrimination, the law protects an employee against harassment based on someone else's protected characteristic.

Example – Richard shares an office with Ryan above and he too is claiming harassment, even though he is not disabled, as the manager's behaviour has also created an offensive environment for him.

6.7. Victimisation

This occurs when an employee is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act about discrimination or harassment; or because they are suspected of doing so. An employee is not protected from victimisation if they have maliciously made or supported an untrue complaint.

Example – Anne makes a formal complaint against her manager because she feels that she has been discriminated against because of marriage. Although the complaint is resolved through the grievance procedure, Anne is subsequently ostracised by her colleagues, including her manager. Anne could claim victimisation.

7. APPLYING THE POLICY

This policy is to be considered in the implementation of all people policies at St Giles Trust including recruitment and selection (see the Recruitment and Selection policy for further information) and learning and development (see the Learning and Development policy for further information).

The composition of workers at different levels of the organisation will be regularly monitored to ensure equality of opportunity across St Giles Trust. Where appropriate, steps will be taken to identify and remove unnecessary or unjustifiable barriers and to provide appropriate facilities and conditions of service to meet the special needs of disadvantaged or under-represented groups.

Our conditions of service, benefits and facilities will be reviewed regularly to ensure that they are available to all workers who should have access to them and that there are no unlawful obstacles to accessing them. This includes pay and all other benefits offered, such as sabbatical, Cycle scheme, eye care vouchers.

7.1. Termination of Employment

We will monitor redundancy criteria and procedures to ensure that they are fair and objective and do not directly or indirectly discriminate against employees.

We will also ensure that, where applicable, disciplinary procedures are carried out fairly and uniformly for all workers, whether they result in the giving of disciplinary warnings, dismissal, or other disciplinary action.

7.2. Fixed-term Employees and Temporary Workers

We will monitor our use of short and fixed-term employees and their conditions of service, to ensure that they are being offered appropriate access to benefits, training, promotion, and permanent employment opportunities. We will, where relevant, monitor their progress within St Giles Trust to ensure that they are accessing permanent vacancies.

Fixed-term employees and temporary workers should be treated the same as comparable permanent employees and enjoy no less favourable terms and conditions unless different treatment is justified.

7.3. Part-time Workers

St Giles Trust will monitor the conditions of service of part-time employees and their progression within the organisation to ensure that they are being offered appropriate access to benefits and learning and development opportunities. We will also ensure requests to alter working hours are dealt with appropriately and in accordance with St Giles Trust Flexible Working Policy.

Part-time employees should be treated the same as comparable full-time employees and enjoy no less favourable terms and conditions, unless different treatment is justified.

7.4. Volunteers

For Volunteers and interns, please refer to the St Giles Trust Volunteer policy for further information.

7.5. Clients

Please refer to Support Services Team

8. DISABILITY

St Giles Trust must make 'reasonable adjustments' to ensure that workplace requirements or practices do not disadvantage employees or potential employees with a disability.

Reasonable adjustments should be made with the employee or potential employee's involvement. In law, adjustments have to be 'reasonable', and need not be excessive.

If you are disabled, or become disabled in the course of your volunteering or employment with us, you are encouraged to tell us about your condition. This is to enable us to support you as much as is reasonably practical and possible. You may also wish to advise your line manager of any reasonable adjustments to your working conditions or the duties of your job which you consider to be necessary, or which would assist you in the performance of your duties.

Your line manager may wish to consult with you and with your medical adviser(s) about possible reasonable adjustments. Careful consideration will be given to any such proposals and they will be accommodated where possible and proportionate to the needs of your job. Nevertheless, there may be circumstances where it will not be reasonable for us to accommodate the suggested adjustments and we will ensure that we provide you with information as to the basis of our decision not to make any adjustments.

St Giles Trust carried out an access audit of its premises in advance of Part 3 of the Disability Discrimination Act 1995 which came into force in October 2004 and will continue to monitor the physical features of its premises to consider whether they place disabled workers, job applicants or service users at a substantial disadvantage compared to other workers. Where possible and proportionate, St Giles Trust will take steps to improve access for disabled workers and service users.

9. OTHER STAKEHOLDERS

We believe that equality, diversity and inclusion are everyone's responsibility and are committed to promoting this policy to other stakeholders such as contractors, visitors and suppliers. We will ensure that all contractors, visitors and suppliers are clear about our expectations on equality, diversity and inclusion.

10. BREACHES OF THE POLICY

If you are a worker who believes that you may have been disadvantaged on any of the unlawful grounds listed above, you are encouraged to raise the matter through St Giles Trust Grievance Policy - please see the Grievance policy for further information. (Volunteers and interns should refer to the volunteer policy.)

If you believe that you may have been harassed on any of the unlawful grounds listed in section 6, you are encouraged to raise the matter through the Dignity at Work Policy. **You may choose to speak to the EDI Team- Head of EDI, EDI Project Manager or any of the Employee Resource group Leads, who are trained staff that have volunteered to support workers who may be experiencing bullying, harassment or any inappropriate conduct/behaviour anywhere in the organisation. Their contact details are on the link on ATLAS. You can also contact directly the Executive Director of People and Culture. You may also wish to speak to HR or use the 24-hour telephone counselling service, which is independent and confidential. Please see the Dignity at Work Policy for further information. (Volunteers and interns should refer to the volunteer policy.)**

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Workers who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations of a breach of this policy, made in bad faith, will be dealt with under the disciplinary procedure.

If, after investigation, you are proven to have harassed or discriminated against any other worker on the grounds of a protected characteristic or have otherwise acted in breach of this policy, you will be subject to disciplinary action. In serious cases, such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. St Giles Trust will always take a strict approach to serious breaches of this policy.

This policy applies equally to St Giles workers' interactions with visitors, clients, and suppliers. Thus, if, after investigation, you are proven to have discriminated against or harassed a visitor, client, or supplier, you will also be subject to disciplinary action.

11. MONITORING OF THE POLICY

We will regularly monitor and review the effectiveness of this policy to ensure it is achieving the objectives stated in the Policy Statement by:

- Monitoring and publishing bi-annual reports on the demographic makeup of our staff in relation to recruitment, training, grievances, and disciplinaries, sickness and turnover to the Expert Panel, Senior Management Team and Board of Trustees. This is for the purposes of developing and monitoring our Equality, Diversity, and Inclusion Practices
- Production of an annual report summarising key trends in demographics to be distributed to all staff and clients
- Keeping the policy regularly under review for compliance with the legislative and operational perspective

12. OTHER RELEVANT POLICIES

This policy should be read in conjunction with:

- The Recruitment and Selection Policy
- The Volunteering Policy
- The Learning and Development Policy
- Dignity at Work policy
- Grievance policy
- Disciplinary policy
- Health and Safety policy
- Whistle Blowing Policy

This list is not exhaustive.

APPENDIX A

Employee Resource Groups

Group Name	Leadership Sponsor	Coordinator/Key Contacts	Aims
Black Lives Awareness Group (BLAG)	Becki Navarro	Soukeyna Osei-Bonsu	<ul style="list-style-type: none"> • Offer advice, support and development to black staff members • Support training and awareness raising, whilst seeking to improve diversity and inclusion at St Giles • Plan and promote events
Neurodiversity Forum	Maria McNicholl	Lisa Owen	To raise awareness of Neurodiversity across the organisation, support staff to understand what Neurodiversity is and how it affects individuals and to ensure staff have the correct

			tools to be able to work with Neurodiverse individuals and address their needs appropriately and with equality.
Women's Network (NB. This is a trans inclusive group)	Katy Vaughan	Precious Jackson-Stewart Joanne Bakare	<ul style="list-style-type: none"> • Improve women's wellbeing across the organisation by providing a safe, supportive space to network and collaborate • Create a positive and empowering work environment for women
Supporting Women in Menopausal Stages (SWIMS)	Nicky Park	Helen Foster Gillian Gaunt	Safe and supportive environment where people can share their experiences and concerns about menopause; offering advice and guidance on how to manage this.
Muslim Staff Group	Evan Jones	Saulat Minhas Samir Khattab	Safe and welcoming environment where Muslim staff can connect with one another, share their experiences and discuss issues

If anyone is interested in joining or would like any further information please contact the above people or email the following:

Blacklives.awarenessgroup@stgilestrust.org.uk

swims@stgilestrust.org.uk

muslimstaffgroup@stgilestrust.org.uk

Link to EDI Site:

[Equity, Diversity & Inclusion \(EDI\) - Home \(sharepoint.com\)](#)

13. DOCUMENT CONTROL

This policy needs to be formally reviewed on a regular basis.

The current version of this Policy, together with its previous versions, shall be recorded below.

Version	Description	
1.0	Date Live:	December 2020
	Version Notes:	Policy Created November 2020; next review date December 2021
	Created by:	Stellamaris Mohammed
	Approved by:	Malcolm Walker
1.1	Date Live:	December 2021
	Version Notes:	No change
	Reviewed by:	Stellamaris Mohammed
	Approved by:	Malcolm Walker
1.2	Date Live:	April 2023
	Version Notes:	Reviewed to include other reporting lines for any breaches of the policy
	Reviewed by:	Stellamaris Mohammed
	Approved by:	Malcolm Walker
1.3	Date Live:	May 2023
	Version Notes:	Review to include Employee Resources groups/SMT Sponsors/Aims
	Reviewed by:	Stellamaris Mohammed
	Approved by:	Malcolm Walker