

# **THE CHARLESTON TRUST EQUALITY AND DIVERSITY POLICY**

## **1. INTRODUCTION**

1.1 **The Charleston Trust** aim is to ensure that equality and diversity are key features within all its activities, as we believe that this is ethically right and socially responsible. Our core values are: Creativity and Conservation, Working ethically, Caring for our stakeholders and Being World Class.

1.2 Diversity – we value diversity among our employees, volunteers, trustees, clients, and customers and respect diverse view points

1.3 Equality – we believe that employees, clients and customers have a right to fair treatment.

## **2. COMMITMENT TO EQUALITY AND DIVERSITY**

2.1 **The Charleston Trust** believes that excellence service provision will be achieved through recognising the value of every individual. We aim to create an environment and are committed to compliance with relevant equality legislation, the Equality Act 2010, Codes of practice and best relevant practical guidance.

2.2 **The Charleston Trust** acknowledges the following basic rights for all those involved with the organisation:

- To be treated with respect and dignity
- To be treated fairly
- To be encouraged to achieve success and realise personal goals

2.3 These rights carry with them certain responsibilities and all Charleston Trust employees are required to recognise these rights and to act in accordance with them when dealing with colleagues and members of the public.

2.4 **The Charleston Trust** recognises that discrimination can occur and is keen to ensure that no individual will be unjustifiably discriminated against. This includes nine protected characteristics outlined by the Equality Act 2010 which are

- age.
- disability.
- gender reassignment.
- marriage and civil partnership.
- pregnancy and maternity.
- race (including colour, nationality and ethnic origins).
- religion or belief.
- sex.
- sexual orientation.

### **3. TACKLING DISCRIMINATION**

3.1 Charleston Trust takes all claims of discrimination very seriously and will take appropriate action against those concerned.

### **4 FORMS OF DISCRIMINATION**

4.1 Discrimination may take seven main forms:

- Direct discrimination – where someone is treated less favourably than another person because of a protected characteristic.
- Indirect discrimination – this can occur when you have a rule or policy that applies to everyone but disadvantages a person with a particular protected characteristic.
- Associative discrimination – this is direct discrimination against someone because they are associated with another person who possesses a protected characteristic.
- Discrimination by perception – this is direct discrimination against someone because others think they possess a particular protected characteristic. They do not necessarily have to possess the characteristic, just be perceived to.
- Discrimination by way of victimisation – this occurs when someone is treated badly because they have made or supported a complaint or grievance under this legislation
- Discrimination by way of harassment – this is a behaviour that is deemed offensive by the recipient. Employees can now complain of the behaviour they find offensive even if it is not directed at them.
- Harassment by a third party – employers are potentially liable for harassment of employees or clients by people they don't themselves employ i.e. contractors.

### **5 THE POLICY IN ACTION**

5.1 In support of the Charleston Trust's Equality and Diversity Policy, the Charleston Trust will maintain procedures and policies in employment and service provision which are fair and respect equality and diversity.

5.2 We will:

- Adopt and maintain recruitment procedures that are fair, comply with relevant legislation and are free from discriminatory practices.
- Ensure all applicants for jobs with Charleston Trust are aware of their right to fair and equitable treatment.
- Investigate complaints of discrimination or harassment thoroughly and swiftly and treat such acts by employees as disciplinary offences.
- Monitor the equality and diversity of our employment activities.

- Recognise the rights of our employees to work free from discrimination and harassment from clients using our services.
- Ensure that appropriate training and development initiatives are open equally to all.
- Ensure where practical that physical problems to access our office(s) or related to the use of equipment are tackled to remove barriers to employment that might otherwise exist.

## **6 RESPONSIBILITY**

- 6.1 The Operational Development Manager has an overall responsibility for ensuring that the Charleston Trust operates within a framework of equality of opportunity.
- 6.2 Senior Management have a responsibility to ensure that at an operational level this policy is a 'live' working document and is discussed and acted upon within their teams.
- 6.3 All new employees will be given a copy of this policy when they commence their employment with the Charleston Trust by the operational development manager.
- 6.4 All employees have a responsibility to guard against any form of discrimination and should report any suspected discriminatory acts or practices.
- 6.5 We all have a responsibility to support and uphold the principles detailed within this policy. This commitment of all employees is required to make this policy a success.

*This policy is due for review in December 2018*