



Charitable Incorporated Organisation - Registered Charity Number: 1157787

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EQUALITY, DIVERSITY AND INCLUSION POLICY

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1. Scope

- 1.1. The Market Harborough and the Bowdens Charity is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.
- 1.2. This policy applies to everyone working for, or on behalf of, MHBC, including staff, Trustees, contractors, suppliers and volunteers. It is incorporated into, and underpins, all aspects of our work with individuals and communities.
- 1.3. Equality, diversity, and inclusion requires a strong commitment and concerted action to build an inclusive environment where opportunities are open to all, diversity is valued, and where everybody can reach their full potential without fear of harassment, prejudice or discrimination.

2. Our policy's purpose

This policy's purpose is to:

- 2.1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
- 2.2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - Age
 - Disability
 - Gender reassignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race (including colour, nationality, and ethnic or national origin)
 - Religion or belief
 - Sex
 - Sexual orientation

2.3. Oppose and avoid all forms of unlawful discrimination, either direct or indirect.

This includes in:

- Pay and benefit
- Terms and conditions of employment
- Dealing with grievances and discipline
- Dismissal
- Redundancy
- Leave for parents
- Leave for carers
- Requests for flexible working
- Selection for employment, promotion, training or other developmental opportunities

3. Our commitments

This Charity commits to:

3.1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.

3.2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training employees and trustees about their rights and responsibilities under the equality, diversity and inclusion policy.

Responsibilities include staff and trustees conducting themselves to help the Charity provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

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

- 3.3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, trustees, customers, suppliers, visitors, the public and any others in the course of the Charity's work activities.

Such acts will be dealt with as misconduct under the Charity's grievance and/or disciplinary procedures, and appropriate action will be taken.

Particularly serious complaints could amount to gross misconduct and lead to dismissal of staff without notice.

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.

- 3.4. Make opportunities for training, development and progress available to all staff and trustees, 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 Charity.

- 3.5. Make decisions concerning staff and trustees being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

- 3.6. 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.

3.7. Monitor the make-up of the workforce and trustees regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

4. Agreement to follow this policy

4.1. Our Board of Trustees has ultimate accountability for compliance with the Equality Act and for ensuring that we are able to demonstrate compliance by:

- Removing or minimising disadvantages suffered by people due to their protected Characteristics
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low

5. Our disciplinary and grievance procedures

5.1. Details of the Charity's grievance and disciplinary policies and procedures can be found on Dropbox Staff Handbook. This includes with whom an employee or trustee should raise a grievance – usually their line manager or Chair of the Board of Trustees.

5.2. Use of the Charity's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.