

# **Kingsclere Charities Equality, Inclusion, and Diversity Policy**

## **Statement of intent**

The Kingsclere Charities is an umbrella organisation supporting the management for the following:

- Kingsclere welfare charities
- Kingsclere almshouse charities
- The Robert Higham apprenticing charity
- The educational foundation of Robert Higham

This policy is applicable to all the above charities

Kingsclere Charities are committed to:

- Encouraging equality, diversity, and inclusion in the workplace
- Encouraging equality, diversity and inclusion among our Trustees workforce, clients, and contractors
- Trustees and employees to feel respected and able to give their best
- Eliminating unlawful discrimination.
- Creating a working environment free of bullying, harassment, victimisation, and unlawful discrimination
- Having Trustees and workforce that are representative of our community
- Promoting dignity and respect for all
- Ensuring that Trustees, employees and client's differences and contributions are recognised and valued
- Informing and training Trustees and employees regarding their rights and responsibilities under this equality, diversity, and inclusion policy
- Reviewing employment practices, policies, and procedures when necessary
- Monitor the make-up of the board of Trustees and employees Monitor the provision of services, grants and benefits to clients to confirm that they are being applied fairly and in a non-discriminatory fashion

This policy is intended to protect Trustees and employees and clients.

## **Policy**

It is Kingsclere Charities policy to:

- Provide equality, fairness and respect for all Trustees, employees and clients
- Comply with the Equality Act 2010
- Recognise the 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 and sexual orientation
- Oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities
- Oppose and avoid all forms of bullying, harassment, victimisation

All Trustees and staff must:

- Understand that they can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their duties and employment, against Trustees, employees, clients, suppliers and the public.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by Trustees, employees, clients and any others in the course of the Charity's activities
- Understand that such acts will be dealt with as misconduct and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice
- Embrace opportunities to develop their full potential, so their talents and resources can be fully utilised to the benefit of the charity
- Ensure that decisions concerning staff are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)

### **Application in Practice**

- Trustees will bring to the attention of all employees the provisions of this policy and will advise such training as is necessary to ensure the effective implementation
- Trustees will have responsibility for the operation of the policy
- All Trustees and employees have a duty to do everything they can to ensure that the policy operates in practice

## Code of Conduct

- People will be treated with dignity and respect regardless of race, nationality, gender, sexual orientation, disability, religion or age
- At all times people's feelings will be valued and respected
- Language or humour that people find offensive will not be used, e.g., sexist or racist jokes or terminology that is deemed derogatory
- No one will be harassed, abused, excluded or intimidated on the grounds of their race, sex, age, nationality, disability, religion or sexual orientation
- Foul, insulting, abusive or racist remarks will not be tolerated from anyone associated with the charity
- Incidents of harassment and unlawful discrimination and contraventions of this policy will be taken seriously. Options for resolution include:
  1. Appearance before the board of Trustees to explain their actions
  2. An acceptable apology and an undertaking that the contravention will not be repeated
  3. Disciplinary action including: verbal warning, written warning, final written warning, and dismissal
- Any directly involved person has the right to appeal against a decision made. The board of Trustees will appoint an independent person or organisation to hear any appeals. The decision made at appeal will be final.
- Any directly involved person has the right to be represented in any hearing.
- All parties retain the right to refer the case to a higher authority such as a relevant regulatory body

## How to make a complaint

Complaints against anyone in relation to this policy should be made confidentially, either in person, or in writing to the Clerk to the Kingsclere Charities. In the event of the Clerk being directly implicated in the complaint, the complaint should be taken to the one the Chairs of the constituent charities.

## Review

This policy will be reviewed annually

**Signed:** P Crisford

**Print Name:** Philip Crisford

**Date:**18.10.2022

**Target review Date:** 18.10.2023/1.4.2022

