



Equality and Diversity Policy

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Date of Approval:	12 th May 2020
Date of Review:	To be reviewed not later than 4 years from the last review.

1. Introduction

The Equality Act 2010 came into force in October 2010. The legislation covers a prescribed set of protected characteristics including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation.

It also covers prohibited conduct including discrimination, adjustments for disabled persons, victimisation and harassment; services and public functions; premises; employment; contracts; and, advancement of equality.

2. Policy

The Ickleford Burial Ground Trust is committed to promoting equality and diversity, providing an inclusive and supportive environment for all. In the implementation of this policy the Trust will:

- ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction;
- promote diversity and equality for all staff and value the contributions made by individuals and groups of people from diverse cultural, ethnic, socio-economic and distinctive backgrounds;
- promote and sustain an inclusive and supportive work environment which affirms the equal and fair treatment of individuals in fulfilling their potential and does not afford unfair privilege to any individual or group;
- treat staff fairly and equally;
- challenge inequality and less favourable treatment wherever practicable; and
- promote an environment free of harassment and bullying on any grounds in relation to all staff.

3. Responsibility for Implementation

The Ickleford Burial Ground Trust has ultimate responsibility for the effective implementation of the policy. The policy will be reviewed at least every four years, to ensure it remains commensurate with the law and best practice. The Clerk will oversee the implementation of this policy.

The trustees are responsible for monitoring the implementation of all equal opportunities policies and procedures.

The Clerk has overall delegated responsibility for co-ordinating the day to day operation of the policies and procedures.

4. Responsibility and Liability

All members of the Trust, including staff, remain personally responsible for ensuring that they act within the law. In certain circumstances the Trust could be vicariously liable for actions carried out by Trustees or staff purportedly in the Trust's name. Any member of the Trust, including staff, may be personally liable if, whilst on Trust business and despite guidance and training from the Trust, they behave illegally in respect of the Equality Act 2010.

5. Related Policies

All Trust policies and procedures will be reviewed to ensure that they comply with the Equality and Diversity policy.

All related policies, procedures and action plans will be implemented with the co-operation of and in consultation with staff.

6. Monitoring and Evaluation

The trustees will monitor the implementation of the policy and all associated equality action plans.

7. Action Planning

Staff Recruitment and selection procedures

Recruitment and selection procedures will be reviewed and updated in the light of emerging equalities legislation and guidance offered to all relevant staff on drafting job descriptions and person specifications.

Training

All employees and Trustees undertaking recruitment and selection will be trained in equality issues.

8. Complaints

Any member of staff may pursue a grievance relating to their employment via the Grievance Procedure.

9. Equality Aims

Gender – The Trust will promote a positive work life balance environment and develop family friendly policies.

Age - The Trust will eliminate unlawful age discrimination and will review policies (including retirement) to ensure that they comply with age discrimination legislation. Monitoring will be undertaken to identify any areas of inequality.

Sexual Orientation - The Trust will eliminate unlawful discrimination on grounds of sexual orientation.

Disability – The Trust will remove barriers to participation by disabled people, wherever possible. Implementation will be monitored, and targets reviewed in relation to increasing numbers of disabled staff. Staff who become disabled whilst working with the Trust will be offered reasonable adjustments to enable them to continue working. Monitoring will be undertaken to identify any areas of inequality.

Race/Ethnic Origin – The Trust will encourage participation of black and minority ethnic groups in all its activities. All policies will be reviewed and amended as appropriate in line with the Race Relations (Amendment) Act 2000 and in accordance with the Race Policy and Action Plan. Monitoring will be undertaken to identify any areas of inequality.

Religion – The Trust will respect the needs and requirements of people who adhere to a range of cultural and religious beliefs. This will include staff needs in relation to dietary requirements, and requests for leave and facilities for religious observance.