



The Anthony Seddon Fund
Supporting mental wellbeing in our community

Document Control	
Title:	Equality & Diversity Policy
Version:	4
Reference Number:	HR-001
Scope:	
This policy applies to all contracted and non-contracted employees, volunteers, trustees, and potential employees, volunteers, and trustees of The Anthony Seddon Fund . This policy applies equally to all areas of employment, including recruitment, selection, promotion, training, development, discipline, grievance, sickness, absence, conditions of service, and reasons for termination of employment.	
Purpose:	
The purpose of this policy is to ensure that The Anthony Seddon Fund is compliant with the statutory duties under the Equality Act 2010 and demonstrates our commitment to treating people equally and fairly.	
Supersedes:	
HR-001 – Equality & Diversity Policy – V3	
Next Review Date:	February 2024

Signed On Behalf of the Board of Trustees			
Name	Position	Signature	Date
1.			
2.			
3.			

Contents

1. Introduction	3
2. Purpose	3
3. Definitions	4
Protected Characteristics	4
Prejudice	4
Direct Discrimination	4
Indirect Discrimination	4
Discrimination Arising from Disability.....	4
Harassment	5
Victimisation	5
4. Responsibilities, Accountabilities and Duties	5
5. Equal Opportunities in Practice	5
6. Implementation of the Policy	6
Communications	6
Working with Partners	6
Users of the Services	6
Monitoring the Policy	7
7. Reporting Discrimination or Potential Discrimination.....	7
8. Review.....	7

1. Introduction

The Anthony Seddon Fund recognises and values people's differences and will assist them in using their talents to reach their full potential. The organisation will do all it can to ensure it recruits, trains, and promotes people based on experience (both lived and practical) and abilities for all roles within the organisation. This is applicable to all staff, trustees, volunteers, and customers.

This policy is designed to ensure that **The Anthony Seddon Fund** complies with its obligations under equality legislation (namely the **Equality Act 2010**) and demonstrates our commitment to treating people equally and fairly.

The Anthony Seddon Fund is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation (defined as "protected characteristics"). Cases of discrimination will be dealt with fairly, confidentially, and in accordance with the appropriate organisation policies. This list is not exhaustive and will be reviewed in light of future reviews of the policy.

2. Purpose

Using fair and objective employment practices, the organisation aims to ensure that:

- All trustees, staff, volunteers, and customers are treated fairly and with mutual respect at all times.
- All trustees, staff, volunteers, and customers have the right to be free from harassment and bullying of any description or any other form of unwanted behaviour. Such behaviour may come from other trustees, volunteers, customers, or third parties.
- All trustees, staff, and volunteers have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
- All trustees, staff, and volunteers have the right to be free from discrimination because they associate with another person who possesses a protected characteristic or because others perceive that they have a particular protected characteristic, even if they do not.

As an organisation, we value the variety of different views, outlooks, and approaches that a diverse workforce brings. This helps us provide improved services and increases our understanding of our customers.

We will do all we can to ensure no one will receive less favourable treatment or is disadvantaged by requirements or conditions that cannot be shown to be justifiable.

3. Definitions

Protected Characteristics

Protected Characteristics covered in the **Equality Act 2010** are:

- Race.
- Gender.
- Disability.
- Sexual Orientation.
- Religion or Belief.
- Age.
- Gender Reassignment.
- Marriage and Civil Partnership.
- Pregnancy and Maternity.

Prejudice

Prejudice is the act of judging without sufficient information. It is the formation of a view without consideration of facts or arguments and the holding of an unfavourable opinion and unreasonable feelings formed beforehand without knowledge, thought, or reason. To be prejudiced ultimately means an individual having a closed mind in the area concerned with their pre-judgement.

Direct Discrimination

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

Discrimination by Association – This is direct discrimination against another because they associate with someone who possesses a protected characteristic.

Discrimination by Perception – This is direct discrimination against an individual because others think they possess a protected characteristic. It applies even if the person does not actually possess that characteristic.

Indirect Discrimination

Where a working condition, practice, or rule disadvantages one group of people more than another. In other words, it is more difficult for people from one group to comply with the requirement. Even if it is done accidentally, indirect discrimination is unlawful. Indirect discrimination is only permissible if it is necessary for the way the business works and there is no other way of achieving it.

Discrimination Arising from Disability

Where a disabled person is treated unfavourably because of something connected to their disability that cannot be objectively justified. This only applies where the organisation knew, or could reasonably be expected to know, that the person was disabled.

Harassment

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

Third Party Harassment - This is where a trustee, staff member, or volunteer is harassed by a third party who is not part of the organisation. The organisation becomes liable if it has happened on at least two occasions when it is aware that it took place and has not taken steps to prevent it from happening again.

Victimisation

Victimisation occurs when someone is treated unfairly as a result of filing a complaint or raising a grievance under the **Equality Act of 2010**.

4. Responsibilities, Accountabilities and Duties

While the Trustee Board of **The Anthony Seddon Fund** has ultimate responsibility for the policy's effective implementation, staff and volunteers all share responsibility for promoting equality of opportunity and ensuring that this policy is implemented in practice.

Trustees, staff, and volunteers of **The Anthony Seddon Fund** have a duty to act within this policy, ensure it is followed, and draw attention to any suspected discriminatory acts or practices.

Breaches of the **Equality and Diversity Policy** by trustees, staff, or volunteers may jeopardise their position in the organisation.

While the organisation is potentially liable for any discriminatory acts carried out by its trustees, staff, or volunteers, the individual who carries out the discriminatory act can also be personally liable under equality legislation.

5. Equal Opportunities in Practice

In complying with the policy, the organisation will carry out the following actions:

- Use criteria that do not unlawfully discriminate in recruitment and promotion procedures.
- Require entry to trustee, staff, or volunteer status based on merit.
- Not discriminate in opportunities for recruitment or training for trustees, staff, and volunteers.
- Ensure that every individual is assessed according to his or her personal capability to carry out a given job or role.

- Ensure that all trustees, staff, and volunteers are given equal treatment with regard to terms and conditions, provided they do the same or broadly similar work, or work of equal value.
- Ensure equal opportunities and non-discrimination in the operation of complaint procedures.

Particular attention will be placed on the following:

- Ensuring that all relevant requirements of the **Equality Act 2010** in relation to disability are met and adhered to. This will include making reasonable adjustments to ensure access to individuals for trustees, staff, and volunteer tasks and opportunities.
- Ensuring that any amendments to any legislation relating to discrimination are met and adhered to.

6. Implementation of the Policy

All trustees, staff, and volunteers will work together to foster an environment of equality and diversity.

Communications

Communication of the policy by trustees, staff, and volunteers will be achieved by:

- Making a copy of the policy available to prospective applicants.
- Ensuring all new starters have the opportunity to discuss the policy with trustees and colleagues.
- Making use of team meetings to discuss the policy and define areas where practice could be improved.
- Providing equality and diversity training and guidance to trustees, staff, and volunteers.
- Including reference to abiding by the policy in trustee, staff, and volunteer terms and conditions or agreements.
- Incorporating specific responsibilities into job or role descriptions.

Working with Partners

In selecting our partners, we will consider their commitment to equality and diversity by:

- Asking to see their policy.
- Asking what they do in practice, including monitoring the policy.

Users of the Services

We will make our services accessible by:

1. Using appropriate formats for promotional material.
2. Appropriate use of language / formats / fonts / size.
3. Make information available in alternative formats.

4. Promote / advertise our services in suitable locations.
5. Monitor accessibility of locations from which the service is provided.

Monitoring the Policy

This policy will be monitored to determine to what extent it is working and to identify areas for improvement. Monitoring will relate to both trustees, staff, and volunteers. Methods used will include:

- Information on how people heard of the services or accessed the services.
- Elements of the service used by people.

7. Reporting Discrimination or Potential Discrimination

Trustees, staff, or volunteers who feel that they have suffered any form of discrimination should raise the issue with the Chief Operating Officer. If the issue is raised with the Chief Operating Officer, the Chairperson should be informed. If the issue raised is with the Chairperson, outside advice should be sought.

Customers who feel that they have suffered any form of discrimination should report this in accordance with **HR-002 – Complaints Policy**. Trustees, staff, and volunteers may also choose to use this policy if they feel that they have been the subject of harassment by someone who is not part of the organisation.

The Anthony Seddon Fund will not tolerate any harassment from third parties towards its trustees, staff, or volunteers and will take appropriate action to prevent it from happening again.

If a trustee, staff member, or volunteer witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, even if it is not directed at them, they should also use this policy.

8. Review

This policy will be reviewed annually to ensure that it remains up-to-date and reflects the needs and practices of the organisation.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered