



## Equality, Diversity and Inclusion Policy Dated: November 2020

### Introduction

Cornwall Heritage Trust is committed to encouraging equality, diversity and inclusion within the organisation, and eliminating unlawful discrimination.

This policy applies to all Trustees, staff, volunteers, funding recipients, partners and the general public and seeks to ensure that:

- all people are treated with dignity and respect, valuing the diversity of all;
- equality of opportunity and diversity is promoted;
- services are accessible, appropriate and delivered fairly to all;
- the mix of its employees, volunteers and Trustees reflects, as far as possible, the broad mix of the population of its local community.

### Purpose

The purpose of this policy is to:

- provide equality, fairness and respect for all. This includes those in our employment (temporary, full-time or part-time), volunteers, trustees and the general public;
- 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 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.

### Commitment

Cornwall Heritage Trust commits to:

- encourage equality, diversity and inclusion;
- create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all are recognised and valued;
- take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by employees, members, trustees, visitors, volunteers, the public and any others in the course of the organisation's work activities;
- make opportunities for training, development and progress available to all staff, 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 organisation;
- decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act);

- 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;
- monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion.

## Procedure

### **Responsibility for Implementation**

This policy covers the behaviour of all people employed or volunteering in Cornwall Heritage Trust and sets out the way they can expect to be treated in turn by Cornwall Heritage Trust. The overall responsibility for ensuring adherence to and implementation of this policy lies with the Council of Management, CEO and staff.

### **Method of Implementation**

Cornwall Heritage Trust intends to implement this policy by:

- ensuring that it is a condition of paid employment;
- ensuring that Trustees, volunteers and staff are made aware, understand, agree with, and are willing to implement, this policy. All staff and Trustees will be given a copy of this policy as part of their induction;
- actively encouraging Trustees, staff and volunteers to participate in anti-discriminatory training, and making time and resources available for such training;
- monitoring the projects, publicity and events provided by Cornwall Heritage Trust, to ensure that they are accessible to all sections of the population and do not discriminate, and taking active steps to ensure that participation is representative

Complaints of bullying, harassment, victimisation and unlawful discrimination by employees, members, trustees, visitors, volunteers, the public and any others in the course of the organisation's work activities will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Details of the organisation's grievance and disciplinary policies and procedures can be found by contacting the CEO. This includes with whom grievance should be raised. Use of the organisation's grievance and/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.