

Equality and Diversity Policy

1. Statement of Intent

1.1 The Sabre Trust ("TST") is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, TST Representative, volunteer or member receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (together the 'Protected Characteristics')

1.2 TST recognises that we live in a diverse society and will be responsible for ensuring that there is open access to all those who wish to use the facilities offered by the Trust and that everyone is treated fairly.

1.3 TST will encourage partner organisations to adopt, apply and demonstrate their commitment to the principles of equality.

2. Purpose of this Equality and Diversity Policy ("EDP")

2.1 TST recognises that individuals (and/or certain sections of the community) may have been affected by discrimination in the past and may have been denied the opportunity to participate equally and fully in our society as a whole.

2.2 This policy has been produced to prevent and tackle any discrimination, or other unfair treatment, whether intentional or unintentional, direct or indirect that may preclude some people from participating fully in TST facilities.

3. Legal Requirements

3.1

•••••

TST is required by law not to discriminate and recognises its legal obligations under, and will abide by the requirements of, the following:

Equal Pay Act 1970

Rehabilitation of Offenders Act 1974

Sex Discrimination Acts 1975, 1986 & 1999

Race Relations Act 1976 and the Race Relations Amendment Act 2000 Disability Discrimination Act 1995

Page 1 of 5

3.2

••••••••••

Human Rights Act 1998

Employment Equality (Sexual Orientation) Regulations 2003 Employment Equality (Religion and Belief) Regulations 2003. Employment Equality (Age) Regulations 2006;

Safeguarding Vulnerable Groups Act 2006

Gender Recognition Act 2004;

Equality Act 2010

Any later amendments to the above Acts/regulations, or future including any equivalent legislation (as amended) in any UK jurisdiction, any later amendments to the above and to any equivalent legislation in any UK jurisdiction and any other existing or subsequent legislation that may be relevant to TST.

TST will seek relevant and appropriate advice each time this policy is reviewed to ensure it continues to reflect the current legal framework and good practice.

Equality and Diversity

4. Discrimination, harassment and victimisation

TST recognises the following:

4.1 Discrimination can take the following forms:

4.1.1 **Direct Discrimination** - treating someone less favourably than you would treat others in the same circumstances;

4.1.2 **Indirect Discrimination** - imposing requirements or conditions that appear to apply equally to all but which, in practice can disadvantage certain sections of the population. Such requirements or conditions are lawful only if they can be objectively justified;

4.1.3 **Harassment** - inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence to the recipient. Harassment is unlawful if directed towards people because of their sex, gender reassignment status, race, ethnic origin, nationality, age, sexual orientation, disability or religion or belief, or if the conduct is of a sexual nature. TST is committed to ensuring that TST Representatives and volunteers are able to conduct their activities free from harassment or intimidation;

4.1.4 **Bullying** - a form of personal harassment. It is the misuse of power, or position, to persistently unjustifiably criticise, humiliate and/or undermine an individual's confidence; and

4.1.5 **Victimisation** - when someone is treated less favourably than others because it is known or suspected that he or she has taken action against BF under the discrimination legislation (as previously outlined at 3.1 above) or provided information about discrimination, harassment or inappropriate behaviour.

4.2 **TST regards discrimination, harassment, bullying or victimisation**, as described above, as serious misconduct. All complaints made under clause 7 below will be taken seriously and appropriate disciplinary action may be brought against any TST Representative or volunteer who discriminates against, harasses, bullies or victimises any other person.

4.3 When any decision is made about any individual, the only personal characteristics that may be taken into account are those that are consistent with any relevant legislation and are relevant to the substance of the decision being made.

5. Responsibility, implementation and communication

5.1 The following responsibilities apply:

5.1.1 The Board is responsible for ensuring that this policy is implemented, followed and reviewed when appropriate. The Board is also responsible for ensuring that this policy is enforced and any breaches are dealt with.

5.1.2 The Chair of the Board will ensure that diversity and equality is included as an agenda item at Board meetings when appropriate and that the Board takes equality issues into consideration when making decisions.

5.1.3 The Chairman has the overall responsibility for the implementation of this policy at executive level.

Equality and Diversity

5.1.4 All Trustees, assessors and volunteers have the responsibility to respect, follow and promote the spirit and intentions of this policy.

5.2 Implementation Actions:

5.2.1 TST will regularly review its recruitment practices to ensure their continuing compliance with the relevant legislation. All recruitment material will include a link to TST's Equality and Diversity policy statements.

5.2.2 No Trustee, Assessor, Volunteer or grant applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute unfair discrimination: This provision will equally apply to any selection process for consultants, advisers and suppliers to TST.

5.2.3 Consultants and advisers (and where appropriate suppliers) to TST will be required to abide by this policy. This policy will be referred to in any service level agreements or contracts issued by TST.

5.2.4 TST recognises that, in some cases, to further the principle of equality, unequal effort and resource may be required. If appropriate and proportionate, TST will consider positive action or introduce special measures to assist any group which is currently underrepresented in its representatives as participants in TST activities.

5.2.5 Changes to this policy will be implemented in a reasonable timescales following Board approval.

5.3 This policy will be communicated in the following ways:

5.3.1 A copy of this policy will be publicly available on the TST website and copies in other formats can be requested from infothesabretrust@gmail.com . A notice and explanation of any revisions to this policy will be published on TST's website. Representatives, volunteers and clients will be consulted on any proposed major revision. Following the consultation process a notice of the changes made will be publicly available.

5.3.2 TST will promote continuing personal development for all TST Representatives and volunteers to support equal opportunities within the organisation and, where appropriate provide specialist facilities, equipment or training.

6. Monitoring and Evaluation

6.1 This policy will remain in force until it is amended, replaced or withdrawn. A review of this policy will take place as and when required but not less than once every three years.

6.2 On an annual basis, statistical and, if appropriate qualitative, information will be produced by the Chairman for the Board, and will be published internally and externally, to show the impact of the work in this area.

7. Disciplinary and Grievance Procedures and other complaints

7.1 To safeguard individual rights under this EP, any Trustee, Assessor, volunteer or grant applicant who believes they have suffered inequitable treatment within the scope of this policy, may raise the matter through the appropriate procedure.

Equality and Diversity

7.2 Appropriate disciplinary action will be taken against any TST Representative or volunteer who violates this policy.

7.3 An individual raising a grievance will not be penalised for doing so unless it is untrue and not made in good faith.

7.4 The final point of appeal relating to this policy is set out as part of the appropriate TST Disciplinary and Grievance procedures.

7.5 Non-employment related complaints regarding this policy should be addressed to the TST Disciplinary Committee c/o the Chairman or any other person specified on the TST website to be the main point of contact for the TST Disciplinary Committee.

8. Definitions

In this policy the following words have the following meanings:

"TST Activities": without limitation, all activities of The Sabre Trust in the normal course of their engagement.

"TST Representative": any Trustee, Assessor or volunteer; any member of the TST Board; anyone who is appointed directly by the Board or Chairman or whose appointment is required to be notified to the Board, whether on a volunteer or paid basis which for the avoidance of doubt includes any chair of any TST committee, sub-group or working group and anyone who works on TST Activities whether on an employed, self-employed or sub-contracted basis who is paid from funds awarded by a third party;

"Board": the board of directors of TST from time to time;

"The Sabre Trust" is the Charitable Incorporated Organisation, registered with the Charity Commission number 1161190.

"Chairman": the Chairman of TST from time to time;

"Data Protection": the Data Protection Act 1998 (as amended) and any subsequent legislation that replaces that Act, either in whole or part, any other relevant legislation whether UK or European and any data protection policy or related documents of TST.

4

"Policy Statement": "The Sabre Trust" is committed to providing equal opportunities for all and is committed to following best practice in the welfare of young people and vulnerable adults. For further information please consult: www.thesabretrust.co.uk or similar statement as amended from time to time.