

<b>Title:</b>	<b>Equality and Diversity Policy</b>
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## **A Policy on equality, diversity and inclusion**

We value the diversity of our staff and stakeholders and the benefits that differences can bring. Accordingly, no eligible applicant, trustee, adviser, employee or external stakeholder should receive less favourable treatment on the grounds of the following nine protected characteristics :

- age
- disability
- gender reassignment
- marriage or civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation.

We aspire to:

- eliminate unintentional bias from our systems, processes, behaviours and culture
- recognize, learn from and work with our partners to create inclusive communities.

Our equality and diversity policy is in three parts:

- The Trust as a funder.
- The Trust as an employer.
- The Trust as a partner.

## **B The Trust as a funder**

The Trust recognizes that diversity is essential for excellence and increases the capacity to develop, innovate and grow.

### **Please note**

This Policy should be read in conjunction with other relevant policies, such as our Grant Making Policy. You will find these on our website.

The nine protected characteristics are those set out in the Equality Act 2010

All proposals must be assessed on equal terms, regardless of the sex, age, and/or ethnicity of the applicant. Proposals are assessed and ranked on their merits, in accordance with the published criteria and the aims and objectives set for each scheme or call for funding.

In respect of our research funding portfolio, we are committed to ensuring that the best researchers from a diverse population are attracted into research careers and supporting development of those careers.

We will ensure our funding mechanisms and processes do not present any potential barriers and bias to funding and seek to ensure that people who are engaged with the processes, operate these fairly and without prejudice or bias.

### **C The Trust as an employer**

We are committed to creating a culture where diversity is embedded in all our activities and values dignity, mutual respect and inclusivity at work and where unlawful discrimination is eliminated.

We aim to attract and retain high quality staff and to ensure that the culture is one where all can achieve their potential.

No form of intimidation, bullying or harassment will be tolerated and we make training, development and progression opportunities available to all employees.

All employees, Trustees and advisers have a responsibility to:

- Treat others with dignity and respect at all times.
- Cooperate with measures introduced by the Trust that promote equality and diversity and prohibit discrimination.
- Not commit any acts or behave in a manner that would contravene this Equalities and Diversity policy.
- Not instruct, induce or attempt to induce or pressurize others to act in breach of this Policy.
- Advise the Board if they are aware of any discriminatory conduct, either against themselves or any third party that contravenes the terms or the spirit of this policy.

## **C1 Recruitment**

All vacancies will be advertised or publicized (internally or externally) in a way which encourages applications from any sector of the population.

All applications will be considered on merit. Each individual will be assessed so far as practicable against a set of objective, transparent and non-discriminatory criteria which will be directly related to the demands of the particular vacancy.

All interviews will be conducted in accordance with the terms and spirit of this policy. The questions asked of candidates will be closely related to the selection criteria and will be asked in order to elicit information which will give a fair assessment of that particular applicant's ability (technical and non-technical) to perform the tasks required by the vacancy.

No one sector of the population will be deliberately disadvantaged or discriminated against in relation to the terms of employment offered or applied to them. When aware of the need to do so, the Trust will make reasonable adjustments to its arrangements for interviews and to conditions of employment for disabled applicants to ensure so far as practicable that existing arrangements or conditions of employment do not place such applicants at an unjustified and significant disadvantage relative to other applicants.

## **C2 Flexible working arrangements**

We recognize that employees have responsibilities outside of work and that facilitating flexible working arrangements will enable the Trust to ensure employees preserve their work/life balance. Our approach to flexible working arrangements focuses on the ability of the employee to deliver their agreed objectives, whilst preserving the resilience and responsibilities of the team and of the Trust. The Trust will endeavour to ensure that they are provided with the tools and support to do so.

## **C3 Equal pay**

All pay and reward policy developments decisions are scrutinized and taken at Board level.

We will:

- Incorporate equal pay principles when undertaking job evaluation.
- Provide guidance to managers and all employees involved in recruitment on pay, reward, benefits and equalities issues.
- Make available to employees' information about how their pay is determined.
- Keep employees informed of pay and reward policy developments.
- Monitor the impact of pay decisions to ensure their consistency with equal pay principles.

Partners include organisations with which we are co-funding grant programmes, suppliers, professional advisers, contractors and investment managers

## **D The Trust as a partner**

Our aspiration is to recognize, learn from and work collaboratively with our partners to create an inclusive community. Our expectation is that all organizations with which we work demonstrate and evidence their commitment to equality, diversity and inclusivity.

## **E Making a complaint**

If you believe you have been the subject of unlawful discrimination, according to the Equality Act 2010, then you should notify the Executive Director, or if you feel this is inappropriate, the Chair of the Trust or other member of the Board who will try to resolve the situation informally. (Employees should be aware of the time limits for making a claim in an employment tribunal which is 3 months less one day from when the discrimination happened). If you are unable to resolve the situation informally, then you should make a written complaint addressed to the Chair of the Trust explaining your complaint. Complaints by employees will be dealt with by following the grievance procedure set out in a code produced by the Advisory Conciliation and Arbitration Service (Acas). The Trust will seek the appropriate professional advice on complaints received from other stakeholder groups.