CEO **CHAIR OF BOARD OF TRUSTEES**	Elizabeth Barritt Trevor Cottee
Effective from **Last review date**	11/02/2023 10/02/2026
Next review date **REVIEW** The effectiveness of this policy and associated arrangements will be reviewed annually under the direct supervision of the Sailship Chief Executive Officer.	11/02/2027

SAILSHIP TRAINING AND LEARNING FOR LIFE

EQUALITY, DIVERSITY & INCLUSION POLICY

(inc Staff Code of Conduct)

POLICY STATEMENT

1. Sailship Training and Learning for Life (hereafter referred to as Sailship) recognises that discrimination and victimisation is unacceptable and that it is in the interests of the charity and its employees/volunteers/trainees and other service users, to utilise the skills of everyone. It is the aim of the charity to ensure that no employee/volunteer/trainee and other service users, or job applicant/volunteer applicant, receives less favourable facilities, or treatment (either directly or indirectly) in recruitment or employment/volunteering/service use, on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the **protected characteristics**).

2. Our aim is that our workforce/volunteer group/trainees/ other service users will be truly representative of all sections of society and each feels respected and able to give of their best.

3. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all.

4. All employees/volunteers/trainees and other service users, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees/volunteers/trainees and other service users, will be helped and encouraged to develop their full potential and their talents and resources will be fully utilised, to maximise the efficiency of the organisation.

5. Our staff/volunteers will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the charity's goods and services.

6. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

OUR COMMITMENT

- To create an environment in which individual differences and the contributions of all our staff/volunteers/trainees and other service users are recognised and valued.
- Every employee/volunteer/trainee and other service user is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all.
- To promote equality in the workplace which we believe is good management practice and makes sound business sense.
- We will review all our employment/recruitment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings of staff/volunteers, where appropriate.
- This policy is fully supported by senior management and has been agreed with employee/volunteer/trainee representatives.
- The policy will be monitored and reviewed annually.

RESPONSIBILITES OF MANAGEMENT

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Chief Executive Officer. Trustees / Managers will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

- all their staff/ volunteers/trainees and other service user are aware of the policy and the arrangements, and the reasons for the policy;
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- proper records are maintained.

Sailship Offices will be responsible for monitoring the operation of the policy in respect of employees and job applicants.

RESPONSIBILITIES OF STAFF

Responsibility for ensuring that there are no unlawful discriminations rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff should:

- comply with the policy and arrangements;
- not discriminate in their day-to-day activities or induce others to do so;
- not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- inform their manager if they become aware of any discriminatory practice.

THIRD PARTIES

Third-party harassment occurs where a Sailship employee/ volunteer/trainee/other service user is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. Sailship will not tolerate such actions against its staff, and the employee/volunteer/trainee and other service user concerned should inform their manager /

supervisor at once that this has occurred. Sailship will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

RELATED POLICIES AND ARRANGEMENTS

All employment policies and arrangements have a bearing on equality of opportunity. The charity policies will be reviewed regularly and any discriminatory elements removed.

RIGHTS OF DISABLED PEOPLE

The charity attaches particular importance to the needs of disabled people.

- Under the terms of this policy, managers are required to:
- make reasonable adjustment to maintain the services of an employee/ volunteer/trainee and other service user who becomes disabled, for example, training, provision of special equipment, reduced working hours, where appropriate. (NB: managers are expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people in employment);
- include disabled people in training/development programmes;
- give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

EQUALITY TRAINING

A series of regular briefing sessions will be held for staff on equality issues. These will be repeated as necessary. Equality information is also included in induction programmes.

Training will be provided for managers on this policy and the associated arrangements. All managers who have an involvement in the recruitment and selection process will receive specialist training.

MONITORING

- Sailship deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements.

- The system will involve the routine collection and analysis of information on employees by gender, marital status, ethnic origin, sexual orientation, religion / beliefs and length of service. Information regarding the number of staff who declare themselves as disabled will also be maintained.

- There will also be assessment to measure the extent to which recruitment to first appointment, internal promotion and access to training/development opportunities affect equal opportunities for all groups.

- We will maintain information on staff/volunteers who have been involved in certain key policies: Disciplinary, Grievance and Bullying & Harassment.

- The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.

- If monitoring shows that the charity, or areas within it, are not representative, or that sections of our workforce/volunteering workforce are not progressing properly within Sailship, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, Sailship policies and practices as well as consideration of taking legal Positive Action.

GRIEVANCES/DISCIPLINE

Employees/volunteers/trainees and other service users have a right to pursue a complaint concerning discrimination or victimisation via the Sailship Grievance or Harassment Procedures.

Discrimination and victimisation within the workforce/volunteer workforce, will be treated as disciplinary offences and they will be dealt with under the Sailship Disciplinary Procedure.

Elizabeth Barritt MA/QCG/BA(Hons)

Sailship Trustee/CEO

Trevor Cottee MBA/MSc/Lt.Col.(retd)

Sailship Chair of Board of Trustees