

## The Olive Tree Cancer Support Group

### Equality, Diversity and Inclusion Policy

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November 2019	.Nil	
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08.06.2022	Revised by LC	

# **The Olive Tree Cancer Support Group**

## **Equity, Diversity and Inclusion Policy**



### **Introduction**

The Olive Tree Cancer Support Group hereinafter referred to as the Olive Tree is a charitable organization that aims to support local people who are affected by cancer including patients, carers, relatives and friends. Cancer has no respect for race or creed and the Trustees are committed to meet the aims without discrimination.

The Olive Tree is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee and volunteer to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

### **Purpose of Policy**

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time;
2. Ensure that people with cancer from all backgrounds feel cancer services are accessible and inclusive;
3. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
  - age
  - disability
  - gender reassignment
  - marriage or civil partnership
  - pregnancy and maternity
  - race (including colour, nationality, and ethnic or national origin)
  - religion or belief
  - sex
  - sexual orientation
4. 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
- selection for employment, promotion, training or other developmental opportunities

## Scope

This policy applies to all staff, volunteers and to associated individuals who work for the Olive Tree under a contract of service

## Responsibilities under the Policy

The Olive Tree has a responsibility to implement and comply with Equality Act 2010 and Harassment Act 1997.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

## Our commitments

The Olive Tree commits to:

1. Encourage equality, diversity and inclusion in the workplace to reflect our aim of supporting *everyone* who is affected by cancer.
2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff and volunteers are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts 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.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. 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.
5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. 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.
7. 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, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

## **Agreement to follow this policy and reporting**

The equality, diversity and inclusion policy is fully supported by senior management and employees. The Manager will report to the Trustees annually with a review of the application of this policy, including details of complaints and recommended actions.

## **Our disciplinary and grievance procedures**

Details of the organisation's grievance and disciplinary policies and procedures can be found at the Olive Tree Complaints Policy. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance 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.

Approved by The Trustees

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