**THE HAMPSTEAD WELLS AND CAMPDEN TRUST**

**EQUAL OPPORTUNITIES POLICY STATEMENT**

**POLICY**

The Hampstead Wells and Campden Trust (“HWCT”) is committed to a policy of equal opportunity, inclusiveness and non-discrimination to all. At all times, it aims to:

* Select, recruit, develop and promote the very best trustees and staff, basing judgement solely on suitability for the office or post;
* Ensure all applicants, employees, consultants, contractors and volunteers receive fair and equal treatment irrespective of the protected characteristics under the Equality Act 2010 (and any amending, replacing or succeeding legislation)(“the Act”), namely sex, sexual orientation, gender, gender reassignment, marital status, pregnancy and maternity, nationality, colour, race, national origin, religion or belief, age or disability;
* Maintain a working environment free from harassment, bullying and intimidation;
* Ensure that existing and new legislation based on statutory rights to equal treatment are adhered to;
* Ensure that the Trust’s grant-giving and associated activities are diverse and inclusive;
* Ensure that the Board’s approach to governance supports diversity, is inclusive and accessible;
* Deal speedily and effectively with any complaints of alleged discrimination and/or bullying and/or harassment, ensuring all complaints are fully investigated with reasonable speed and that remedial action is taken as necessary.

The HWCT will take all reasonable steps to ensure the elimination of the cause of any complaint. Harassment and bullying will not be tolerated, and deliberate harassment and bullying are considered to be gross misconduct.

With regard to staff this document should be read together with HWCT’s Equality and Diversity Policy for Staff in force at the relevant time.

**DISCRIMINATION AND HARASSMENT**

Discrimination and harassment can take many forms and can be aimed at an individual or a group. By way of example a person may be subjected to discrimination or harassment on one or more of the following non-exclusive grounds:

* Race, ethnic origin, nationality, colour, sex, sexual orientation or political or moral conviction;
* Their willingness to challenge harassment, leading to victimisation;
* Disability, sensory impairment or learning difficulties;
* Age;
* That person’s association with another person with any of the above characteristics;
* A false perception of any of the above characteristics;
* Offence caused to them by the act or word any other trustee, employee or third party, whether or not directed towards them.

**TRUSTEES’ DUTIES, MONITORING AND IMPACT ASSESSMENTS**

For the avoidance of doubt all the above applies to HWCT Trustees in their relations with each other and with HWCT staff

HWCT Trustees hereby declare their intention to abide by all relevant anti-discrimination legislation and approved good practices. The Trustees will at all times use their best efforts that this intention is translated into practice consistently across the organisation of the Trust as a whole. Accordingly, a monitoring system will be stablished to measure, monitor and maintain the effectiveness of this policy and arrangements.

The system will involve the periodic collection and analysis of information on trustees and staff with respect to the protected characteristics under the Act. For staff, data **on** their grade and length of service as well as any notified disability will also be collected.

There will be regular assessments to measure the extent to which

* the whole recruitment process including advertisement, selection for interviewing, interviewing, taking up references leading to first appointment,
* any subsequent internal promotion, and
* access to training and development opportunities

affect equal opportunities and inclusiveness for all. The Trustees will seek to carry out periodic equality impact assessments on the results of monitoring as above to ascertain the effect **~~of~~** HWCT’s policies, guidance and outputs **~~they~~** may have on those affected by them.

The Trustees will maintain information on themselves and staff who have been involved in any infringement of key policies concerning discipline, grievance, bullying and harassment.

All information collected for monitoring purposes will be treated as confidential and handled, processed, stored or used in accordance with prevailing data protection legislation.

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