

EQUAL OPPORTUNITIES AND DIVERSITY POLICY

Version 2.0 Approved by the Board of Renewable World on 21st August 2018

EQUAL OPPORTUNITIES STATEMENT

Inclusivity is one of the pillars of Renewable World's work. Renewable World (RW) is committed to promoting diversity, inclusion and equal opportunities for all staff, personnel and job applicants. RW does not tolerate unlawful discrimination against staff or job applicants on the grounds of age, disability, gender reassignment, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex or sexual orientation or any other characteristic protected by law (protected characteristics).

ABOUT THIS POLICY

This policy sets out RW's approach to diversity, inclusion, equal opportunities and the avoidance of unlawful discrimination at work. It applies to all aspects of RW's working practices and arrangements, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment or engagement. It applies both within the workplace and in settings outside the workplace in the course of employment or engagement with RW, such as business trips and events or social functions organised by RW.

This policy applies to all RW's personnel and job applicants. (In this policy, "personnel" includes but is not limited to all Trustees, employees, officers, consultants, contractors, volunteers and agency workers).

This policy does not create any contractual rights and does not form part of any contractual relationship between RW and any of its staff or any third party. RW reserves the right to amend this policy at any time, omit stages of the procedure set out below or apply such other procedures as, in its absolute discretion, it deems appropriate in the circumstances.

RESPONSIBILITY FOR THIS POLICY

The Trustees of RW have overall responsibility for this policy but have delegated day-to-day responsibility for overseeing its implementation to the Chief Operating Officer (COO) who has operational responsibility for implementing, communicating, monitoring, evaluating and updating this policy.

Managers have a specific responsibility to operate within the boundaries of this policy and to facilitate its operation by ensuring that they and all staff understand the standards of behaviour expected of them and by identifying and acting upon behaviour that falls below these standards.

Staff will be informed of this policy and will be provided with equality and diversity training appropriate to their needs and responsibilities. This policy will be made available to donors, any regulatory body and relevant third parties upon request. Staff should disclose any instances of unlawful discrimination of which they become aware to the COO (coo@renewable-world.org) or the Chair of Trustees (email: chair@renewable-world.org)

DISCRIMINATION

RW is committed to providing a work environment which is free from unlawful discrimination on the grounds of any protected characteristic.

Staff must not discriminate unlawfully against or victimise or harass others including but not limited to current and former staff, job applicants, beneficiaries, donors, suppliers, visitors and other work-related contacts. This applies both within the workplace and in settings outside the workplace in the course of employment or engagement with RW, such as business trips and events or social functions organised by RW.

It is important that staff understand their legal and regulatory obligations, in connection with unlawful discrimination, as appropriate to their role. Unlawful discrimination which is prohibited under this policy may take various forms:

Direct discrimination: treating someone less favourably because of a protected characteristic, for example, rejecting a job applicant because of his or her religious views.

Indirect discrimination: a provision, criterion or practice which applies to everyone but adversely affects people with a particular protected characteristic more than others, and is not justified. For example, requiring all staff to work on Sundays could indirectly discriminate against people of certain religions who cannot work on Sundays. Such a requirement would be discriminatory unless it could be justified.

Discrimination by association: unlawful discrimination can include treating someone less favourably because he or she is associated with a person who has a protected characteristic, for example, making derogatory comments to someone about his or her disabled child or partner.

Discrimination by perception: unlawful discrimination can include discriminating against someone who is perceived to have a protected characteristic, even if they do not actually have that protected characteristic, for example, making homophobic comments to someone because you wrongly believe that he or she is gay.

Harassment: this includes sexual harassment and covers any unwanted conduct related to a protected characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is addressed further in RW's Anti-harassment and Bullying Policy. Harassment based on association or perception (as explained above) is also unlawful.

Victimisation: means subjecting someone to a detriment because he or she has complained, or supported someone else's complaint, about discrimination or harassment.

Disability discrimination: this includes direct and indirect discrimination, harassment and victimisation (as described above), and in addition includes any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to avoid a disabled person being put at a substantial disadvantage by any provision, criterion or practice or physical feature.

BREACHES OF THIS POLICY

RW takes a strict approach to breaches of this policy, which will be dealt with as a disciplinary issue. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

If you believe that you have suffered any discrimination or victimisation you can raise the matter with RW as a grievance please see Renewable Worlds Grievance policy located on: Dropbox (Renewable World)\RW Human Resources (HR)\HR policies

Staff must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and a disciplinary issue.

CONFIDENTIALITY

RW will endeavour to respect the privacy of any member of staff who raises (or participates in) a grievance related to a breach of this policy. Accordingly, staff must treat as confidential any information which is communicated to them under this policy. RW will normally disclose the identity of any witness on whose evidence it relies unless it considers that their identity should remain confidential.