

CARNEGIE UK TRUST

EQUAL OPPORTUNITIES POLICY

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CONTENTS

- 1 Introduction 2
- 2 Statutory Obligations..... 2
- 3 Employer Responsibilities 2
- 4 Employee Responsibilities..... 3
- 5 Training..... 3
- 6 Recruitment 3
- 7 Terms of Employment..... 3
- 8 Reporting Complaints 4
- 9 Monitoring, Review & Record Keeping 4

1 INTRODUCTION

- 1.1 The Carnegie UK Trust (“the Trust”) is committed to encouraging and ensuring fairness and equality of opportunity for all during their employment or contact with the Trust.
- 1.2 The Trust considers that any form of discrimination or less favourable treatment on the grounds of sex, age, marital status, sexual orientation, disability, race or ethnic origin, nationality, national origin, religion or belief is unacceptable in terms of good employment practice and legal obligations. The Trust recognises that all employees are entitled to dignity and respect at work.
- 1.3 The Trust has adopted an Equal Opportunities Policy to ensure that there shall be no discrimination on the grounds of sex, age, marital status, sexual orientation, disability, race or ethnic origin, nationality, national origin, religion or belief within the workplace.

2 STATUTORY OBLIGATIONS

- 2.1 This policy has been developed in accordance with the relevant legislation as amended including the Equality Act 2010, Sex Discrimination Act 1975, the Race Relations Act 1976, the Disability Discrimination Act 1995, the Equal Pay Act 1970, the Employment Equality (Age) Regulations 2006, the Employment Equality (Sexual Orientation) Regulations 2003 and the Employment Equality (Religion or Belief) Regulations 2003.

3 EMPLOYER RESPONSIBILITIES

- 3.1 The Trust will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications without regard to sex, age, marital status, sexual orientation, disability, race or ethnic origin, nationality, national origin, religion or belief.
- 3.2 The Trust will take all reasonable steps to provide a work environment in which all employees are treated with respect and dignity and that is free of harassment based upon an employee’s sex, age, marital status, sexual orientation, disability, race or ethnic origin, nationality, national origin, religion or belief.
- 3.3 The Trust will not condone any form of harassment, whether engaged in by employees or by outside third parties who do business with the Trust.
- 3.4 The Trust will ensure that both management and employees comply with this policy. The Corporate Services Manager will be responsible for coordinating the implementation of this policy and monitoring it thereafter.

4 EMPLOYEE RESPONSIBILITIES

- 4.1 Employees have a duty to co-operate with the Trust to ensure that this policy is effective in applying equal opportunities and in preventing discrimination or harassment.
- 4.2 Employees must not discriminate against fellow employees, contractors, job applicants or stakeholders in the course of their employment with the Trust and are required to draw to the attention of the Chief Executive or Corporate Services Manager any apparent instances of discrimination or practices which could lead to discrimination.
- 4.3 Action will be taken under the Trust's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious breaches of this policy will be treated as potential gross misconduct and could render the employee liable to summary dismissal.
- 4.4 Employees should also bear in mind that they can be held personally liable as well as, or instead of, the Trust for any act of unlawful discrimination.

5 TRAINING

- 5.1 Line managers will be responsible for ensuring they actively promote equal opportunity within the Trust.
- 5.2 Training and guidance on equal opportunities will be provided to all employees as necessary to ensure they understand their rights responsibilities in relation to equal opportunities and what they can do to create a work environment where there is no unequal treatment of any individual.

6 RECRUITMENT

- 6.1 The Trust will ensure that when recruiting new employees the methods used result in the selection of the most suitable person for the job in terms of experience, abilities and qualifications. The Trust is committed to applying its equal opportunities policy statement at all stages of recruitment and selection. Advertisements will encourage applications from all suitably qualified and experienced individuals.
- 6.2 When selecting candidates for interview, applications will be processed in the same way. Employees responsible for short-listing, interviewing and selecting candidates will apply the selection criteria consistently and ensure it is free from bias. The selection of new employees will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question.
- 6.3 Where disabled job applicants are concerned, the Trust understands its duty to make reasonable adjustments to work arrangements and/or to the Trust's premises in order to ensure that a disabled person is not placed at a substantial disadvantage in comparison with persons who are not disabled.

7 TERMS OF EMPLOYMENT

- 7.1 All terms of employment, benefits and facilities will be reviewed from time to time, in order to ensure that there is no unlawful discrimination on the grounds of sex, age, marital status, sexual orientation, disability, race or ethnic origin, nationality, national origin, religion or belief.

- 7.2 The Trust is committed to equal pay in employment and will ensure that its male and female employees receive equal pay for like work, work rated as equivalent or work of equal value. The Trust will maintain a pay system that is transparent, free from bias and based on objective criteria.
- 7.3 The Corporate Services Manager shall be responsible for such reviews and will advise the Chief Executive of any anomalies in order that appropriate action can be taken.

8 REPORTING COMPLAINTS

- 8.1 All allegations of discrimination will be dealt with seriously, confidentially and speedily. The Trust will not ignore or treat lightly grievances or complaints of discrimination on the grounds of any criteria falling within this policy.
- 8.2 Complaints of discrimination should be reported promptly and will be dealt with in accordance with the Trust's Grievance Procedure.
- 8.3 No employee will be penalised for raising a complaint of discrimination even if it is not upheld, unless the complaint is found to be both untrue and made in bad faith.
- 8.4 An employee who is found to have discriminated against another employee in contravention of this policy will be subject to disciplinary action under the Trust's disciplinary procedure. Such behaviour may be treated as gross misconduct and may render the employee liable to summary dismissal.

9 MONITORING, REVIEW & RECORD KEEPING

- 9.1 The Trust will seek to establish effective monitoring, reviewing and record-keeping systems to ensure effective implementation and development of this policy.
- 9.2 The Corporate Services Manager will responsible for the ensuring that the necessary reports and other relevant information are provided to the Chief Executive for sharing with the Trust's Board of Trustees.