



FOOD BANK AID

Diversity and Equal Opportunities Policy (Policy 1.6)

1. Policy Statement

Food Bank Aid recognises that it is essential to provide equal opportunities to all persons without discrimination and creating a workplace culture in which diversity and inclusion is valued and everyone is treated with dignity and respect. This policy covers Food Bank Aid's approach to equal opportunity in all aspects of employment, including recruitment and promotion, giving guidance and encouragement to members of staff at all levels to act fairly and prevent discrimination on the grounds of: age; disability; employment status; ethnic or national origin; gender reassignment; marital or civil partner status; pregnancy or maternity; race; colour; nationality; religion or belief; sex or sexual orientation (Protected Characteristics) . We are also committed to providing equitable treatment to all those we deal with as an organisation.

2. Scope of Policy

This policy covers all employees, officers, consultants and volunteers at Food Bank Aid. All team members should adhere to the provisions of this policy.

Food Bank Aid recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability. Food Bank Aid is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.

No job applicant, employee, or volunteer receives less favourable treatment on the grounds of the Protected Characteristics, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable.

This policy does not form part of any contract of employment or other contract to provide services, and we may amend it at any time.

3. Employment

Food Bank Aid will not discriminate on the basis of the Protected Characteristics in the allocation of duties between employees employed at any level with comparable job descriptions.

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate. Food Bank Aid will put in place any reasonable measures and/or reasonable adjustments within the workplace for those employees who become disabled during employment or for disabled appointees. Where necessary, we will take reasonable steps to improve access.

All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

4. Training

- 1) Managers will be given appropriate training on recognising and avoiding discrimination, harassment and victimisation, and promoting equality of opportunity and diversity in the areas of recruitment, development and promotion.
- 2) Staff will be provided with regular training to ensure that everyone is aware of and understands the contents of this policy.

5. Discrimination

You must not unlawfully discriminate against or harass other people, including current and former staff and visitors. This applies in the workplace, outside the workplace and during events including social events.

The following forms of discrimination are prohibited under this policy and are unlawful:

- (a) **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.
- (b) **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.
- (c) **Harassment:** this includes sexual harassment and other 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.
- (d) **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment. This includes where someone mistakenly believes that the person victimised has done so.
- (e) **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

6. Breaches of this policy

We take a strict approach to breaches of this policy, which will be dealt with in accordance with our policies.

There must be no victimisation or retaliation against staff or volunteers who complain about or report discrimination.

If you believe you have been victimised for making a complaint or report of discrimination, or have witnessed it happening to someone else in the workplace, you should raise this through our Grievance Procedure.

We encourage the reporting of all types of potential discrimination, as this assists us in ensuring that diversity, equity and inclusion principles are adhered to in the workplace. However, making a false allegation in bad faith, or that you know to be untrue, will be treated as misconduct and dealt with under our Disciplinary Procedure.