|  |  |
| --- | --- |
| A bird with a skull on it  Description automatically generated | Shannon Moore Trauma Trust**Equality, Diversity and** **Inclusion Policy** |

**The Shannon Moore Trauma Trust (SMTT) recognises its legal**

**obligation under the Equality Act 2010 to uphold and promote**

**equality and human rights in all that we do.**

This policy sets out our approach to equal opportunities and the avoidance of

discrimination at work. It applies to all aspects of employment with us including

recruitment, pay and conditions, training, appraisals, promotion, conduct at work,

disciplinary and grievance procedures, and termination of employment or an associate

contract. It applies equally to paid employees and those who work for the Charity as

Trustees.

Importantly, this policy also applies to the children and adults who make grant

application to the Shannon Moore Trauma Trust. It promotes equality of opportunity,

which means creating an environment where people have the chance to achieve their

potential, free from barriers, prejudice and discrimination.

The Trust has the belief that inclusion and equality is not about ‘treating everyone the

Same’ but recognising that everyone is different and that people’s needs are met in

different ways.

Diversity is about understanding that each individual is unique - recognising, respecting

and celebrating the added value those differences bring.

The SMTT will aim to influence, promote and maintain the equal treatment of all its staff, child and adult applicants, and any professionals with whom it has contact; and will not discriminate directly or indirectly through applying conditions or requirements which contravenes legislation and/or which cannot be shown to be justified.

The SMTT will not tolerate processes, attitudes and behaviours that amount to discrimination, including harassment, victimisation and bullying through prejudice, ignorance, thoughtlessness and stereotyping. This commitment will be demonstrated by all staff and Trustees of the Charity.

**This principles and procedures within this policy apply to:**

* All staff directly employed by the Shannon Moore Trauma Trust
* All Trustees of the Shannon Moore Trauma Trust
* All clients (children, parents, young people and adults) who are in contact with the Trust in respect of an application for funding to contribute to the costs of therapy for trauma experiences
* All professionals who come into contact with the SMTT

**This policy has been formulated within the context of the following policies and procedures:**

* Safeguarding Policy
* Safer Recruitment
* GDPR Privacy Standard
* Compliments, Concerns and Complaints
* Disciplinary and Grievance

**Our Values, Intentions and Actions**

It is a key principle of the Shannon Moore Trauma Trust that each individual is of equal

worth regardless of age, disability, gender reassignment, marital or civil partner status,

pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or

belief, sex or sexual orientation **(Protected Characteristics).**

The Shannon Moore Trauma Trust is fully committed to the active promotion of diversity, equality and inclusion in its employment practices and in the delivery of all our services.

The staff and Trustees of the Shannon Moore Trauma Trust aim to:

* Create an organisational culture free from harassment, discrimination or victimisation.
* Create an organisation where its applicants, employees, Trustees are always treated as they would like to be treated, with dignity and respect.
* Recognise that each individual is unique and ensure that they can meet their potential, through celebrating their added value.
* Ensure that no one receives less favourable treatment on the grounds of their age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation;
* Staff and Trustees will engage with applicants in a way that seeks to recognise and build on their strengths regardless of cultures, religions, gender, age, sexual orientation, ability and backgrounds; in ways that meet their needs and help them to achieve their full potential.

* Applicants will be encouraged and supported to understand their rights and be well-informed about ways of challenging discrimination.
* We encourage applicants to let the Charity Administrator know of disability or health conditions which require additional assistance or responses in the application process or ongoing access to therapeutic assessment or intervention
* Applicants will be supported with the process of applying to the Trust, where access to or capacity for information technology is limited.
* If a member of staff is or becomes disabled, they are encouraged to tell the Trustees about the condition so that they can consider what reasonable adjustments or support may be appropriate.
* The Shannon Moore Trauma Trust staff and Trustees will all have an opportunity to discuss and understand this policy and its implications for practice and culture.
* Trustees will share information about this policy during the induction process for all staff; and will require a signature to confirm the staff member’s acceptance of the policy.

**Recruitment, Selection and Employment Practices for Staff and Trustees**

* The SMTT will seek to ensure there is equal treatment for all staff and Trustees and that action is taken where any disparity, with regard to employment; including recruitment, promotion, training opportunities, pay, grievances and disciplinary action.
* The SMTT applies all the values, aims and intentions to its recruitment and selection process.
* At least two Trustees will shortlist and participate in the recruitment processes for staff and other Trustees.
* Applicants for Charity Administrator or any other employed role and those seeking to become a member of the Board of Trustees will not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic.
* Vacancies within the Trust will be advertised both internally and externally, enabling anybody to apply.

**Consequences to non-compliance**

* Failure to comply with the values, intentions and actions outlined in this policy will be taken very seriously and will be subject to appropriate consequences, such as the review of appropriateness for the Trustee role and our disciplinary procedure for employees. Cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

* Incidents of non-compliance that are deemed less serious but nevertheless significant will be managed by the Board of Trustees and within the operational management system for employees.

**The Board of Trustees and its individual members are responsible for:**

* Developing this policy, and its annual review.
* Promoting this policy and ensuring its effectiveness by regularly reviewing, monitoring and evaluating all policies, procedures and practices as they are applied to day to day actions.
* Promoting this policy and ensuring its effectiveness by regularly reviewing, monitoring and evaluating all policies, procedures and practices as they are applied to day to day actions.
* Maintaining ongoing consideration and reflection as to how the Trust can improve our equality and diversity practice.
* Responding to reports from any information source that this policy has not been adhered to and following the necessary procedures.
* Ensuring a culture across the whole of the Charity embraces principles of equality, diversity and inclusion.
* Ensuring that any individuals who do raise concerns and complaints about non-compliance with this policy are not victimised, whilst also ensuring that any deliberate false allegation is treated as misconduct and is dealt with appropriately

A**ppendix One - Definitions**

**E+W+SDiversity**

Diversity literally means difference. Diversity recognizes that though people have things in common with each other, they are also different and unique in many ways. Diversity is about recognising and valuing those differences. Diversity therefore consists of visible and non-visible factors, which include personal characteristics such as background, culture, personality and work-style in addition to the characteristics that are protected under discrimination legislation in terms of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. By recognising and understanding our individual differences and embracing them, and moving beyond simple tolerance, we can create a productive environment in which everybody feels valued.

**Equality**

Equality is ensuring individuals or groups of individuals are treated fairly and equally and no less favourably, specific to their needs, including areas of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

**Inclusion**

Inclusionis about positively striving to meet the needs of different people and taking deliberate action to create environments where everyone feels respected and able to achieve their full potential. A phrase often used in this context is equality of opportunity, meaning how we can ensure the full range of relevant people and groups have similar access to opportunities.

**Discrimination**

Prejudice is the attitude and discrimination is the act. The SMTT recognises that discrimination can take different forms, all of which are unacceptable.

The following forms of discrimination are prohibited under this policy:

***Direct discrimination*** – direct discrimination occurs when someone is treated less favourably than another person because of their age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex and sexual orientation.

***Indirect discrimination*** – indirect discrimination can occur when you have a condition, rule, policy or even a practice that applies to everyone but particularly disadvantages people who share one of the following protected characteristics: age, race, religion or belief, sex, sexual orientation, marriage and civil partnership, disability and gender reassignment.

***Harassment*** – harassment is unwanted conduct related to a relevant protected characteristic which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual

***Victimisation*** – victimisation occurs when an employee is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act 2010 or because they are suspected of doing so.

***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.

**Staff** – for the purposes of this policy, staff refers to all employees and Trustees of the Shannon Moore Trauma

**Applicants** – are all individuals connected to the process of making an application for funding from the Shannon Moore Trauma Trust, they may be the person who will directly benefit from the funding, members of their family or friendship network and/or any professional who is involved to support the application process.

**Appendix Two – Structure Chart for the Shannon Moore Trauma Trust**