

Equality, Diversity and Inclusion Policy

1 Aims

The Pituitary Foundation aims to:

- Provide services that are accessible according to need.
- Promote equality of opportunity in volunteering, employment, and development.
- Create effective ways of working and partnerships with all parts of our community and stakeholders.

2 Introduction

- 2.1 The Pituitary Foundation is committed to equality, diversity and inclusion. We recognise our moral and social responsibilities that go beyond the organisation's legal duties, and that it should support and contribute to the wider process of change through all aspects of its work and practices in order to eliminate discrimination and promote equality, diversity and inclusion.
- 2.2 The organisation's values and Code of Conduct should be upheld at all times and are intrinsically linked with this policy.
- 2.3 This document sets out our policy on equality, diversity and inclusion. This policy does not form part of any contract of employment and we may amend it at any time.

3 Definitions

- 3.1 Equality is equal opportunities and fairness for all individuals. It refers to equal access to opportunities, equivalent comparison of roles and responsibilities, fair assessment of performance and equitable pay award and allocation.
- 3.2 Diversity is understanding that each individual is unique, and recognising individual differences. Minority groups (of any type) are not discriminated against in the work we do, what we measure, how we work and the decisions we make – directly or indirectly.
- 3.3 Inclusion is a sense of belonging and making all groups and individuals feel respected and valued.
- 3.4 Intersectionality – an individual could represent several characteristic groups (e.g. LGBTQ+ and with a disability).
- 3.5 Unlawful discrimination can take place in many ways and there are different types:
 - Direct discrimination – treating one person worse than another because of a protected characteristic.
 - Indirect discrimination – a rule, policy or way of doing things that applies in the same way for everybody but disadvantages a group of people who share a protected characteristic.
 - Harassment – unwanted conduct related to a protected characteristic which has the purpose or effect of violating someone's dignity, or which creates a

hostile, degrading, humiliating or offensive environment for someone with a protected characteristic.

- Victimisation – treating someone unfavourably because they have taken (or might be taking) action under the Equality Act or supporting somebody who is.
- Failure to make reasonable adjustments – where an organisation unreasonably does not change the way things are done, the physical features of a space or provide aids so that a disabled person is no longer substantially disadvantaged.

4 Statement of principle

4.1 Our statement of principle on equality, diversity and inclusion is:

The organisation is committed to a policy of treating all its employees, volunteers, and others involved with our work, equally and to celebrate and use their differences to the advantage of the organisation.

The charity aims for inclusion across all areas of the organisation, to promote equality of opportunity and diversity and that our services are accessible, appropriate and delivered fairly to all.

No one will receive less favourable treatment because of any 'protected characteristic', namely:

- 4.1.1 Age (or perceived age);
- 4.1.2 Disability (past or present);
- 4.1.3 Gender reassignment;
- 4.1.4 Marriage or civil partnership status;
- 4.1.5 Race, colour, nationality, ethnic or national origins;
- 4.1.6 Religion or belief;
- 4.1.7 Sex;
- 4.1.8 Sexual orientation;
- 4.1.9 Maternity, pregnancy or family leave;
- 4.1.10 Trade union membership (or non-membership); and
- 4.1.11 Part-time or fixed term status.

4.2 There should be no discrimination because of any of the protected characteristics set out in our statement of principle on equality, diversity and inclusion contained in paragraph 4.1 above, (although this does not apply to specific cases of discrimination on the grounds of age where that can be objectively justified, such as in the application of mandatory retirement ages and/or pensions provisions).

4.3 These principles of equality of opportunity, valuing of diversity, inclusion for all and non-discrimination also apply to the manner in which our staff and volunteers treat supporters, service users, and other stakeholders.

4.4 Employees and volunteers are expected to work with us towards these aims. In certain circumstances, an employee or volunteer can be personally liable for discrimination against a fellow employee, colleague or a job applicant.

4.5 No employee or potential employee will be disadvantaged by any conditions of employment that cannot be justified as necessary on operational grounds. The aim is for our staff to be truly representative of all sections of society and our beneficiaries, and for each employee to feel respected and able to give their best.

5 Equality, Diversity and Inclusion implementation in practice

5.1 The Pituitary Foundation intends to implement this policy by:

- Ensuring that it is a condition of paid employment in The Pituitary Foundation and a key part of the staff induction process. We will also periodically remind staff of their rights and responsibilities under this policy.
- Ensuring that trustees, volunteers, fundraisers and service users are made aware, understand, agree with, and are willing to implement, this policy. All trustees and volunteers will be given a copy of this policy as part of their induction to sign and again reminded periodically of their rights and responsibilities under this policy.
- Actively encouraging Trustees, staff and volunteers to participate in equality, diversity and inclusion training, and making time and resources available to support this.
- Monitoring, reviewing, evaluating and developing the charity's activities e.g. services, publicity and events provided, to ensure that they adhere to these principles, and taking active steps to ensure that participation is representative.
- Appointing, training, developing, rewarding and promoting on the basis of merit and ability.
- Upholding the principles in this policy at all times by fostering an open and transparent culture at the charity and living our values.
- Investigating any reported potential infringements of the policy and taking appropriate action. All employees and volunteers have personal responsibility for the practical application of our equality, diversity and inclusion policy, which extends to the treatment of job applicants, employees (including former employees), service users, supporters and other stakeholders involved with our work.

5.2 The principles set out in this policy apply in the workplace and outside the workplace in a work-related context, such as on work trips, events or work-related social events and at any time while a member of staff or volunteer is representing the charity.

6 Monitoring and reviewing

6.1 We will sustain, regularly evaluate and continually improve our work and services to ensure equality, diversity and inclusion principles and best practice are embedded in our performance to meet the needs of individuals and groups.

6.2 This policy will be reviewed annually.

7 Complaints process

7.1 Our Grievance Procedure is available to any employee or volunteer who believes that they may have been unfairly discriminated against. Employees and volunteers will not be victimised in any way for making such a complaint in good faith. Complaints of this nature will be dealt with seriously, in confidence and as soon as possible.

7.2 Disciplinary action will be taken against any employee or volunteer who is found to have committed an act of unlawful discrimination. Serious breaches of this policy and incidents of harassment and bullying may be treated as gross misconduct.

Unwarranted allegations that are not made in good faith may also be considered a serious disciplinary matter.

- 7.3 Our Complaints Policy is available for all external stakeholders, such as service users, supporters, members and others involved with our work who believe that they have been unfairly discriminated against.

8 Responsibility for Implementation

- 8.1 This policy covers the behaviour of all people employed or volunteering with The Pituitary Foundation, using our services or engaging with the charity and sets out the way they can expect to be treated in turn by The Pituitary Foundation.
- 8.2 The day-to-day responsibility for the implementation of this policy lies with the Chief Executive Officer and the overall responsibility for ensuring adherence to this policy lies with the Board of Trustees.

Version 1

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