



LUCKY EWE

15 Ceres Road
Cupar
KY15 5JT
Tel: 07817 278630
email: office.luckyewe@gmail.com

EQUALITY DIVERSITY AND INCLUSION POLICY

DATE ISSUED	28 July 2021
REPLACING ISSUE OF	First Issue
REVIEW CYCLE	Annual
DUE FOR NEXT REVIEW	Date: June 2022
POLICY NUMBER	1.1
CROSS REFERENCE	Equality, Diversity and Inclusion Procedure
AUTHORITY	Lucky Ewe Trustees
SUBJECT	Lucky Ewe Governance
POLICY CUSTODIAN	Lucky Ewe Secretary/ Administrator

Contents

1. Purpose.....	3
2. Scope.....	3
3. Definitions of Terms.....	3
4. Policy Statement	3
5. Applicable External Legislation and Regulations	4

1. Purpose

Lucky Ewe is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our interns, and for each employee to feel respected and able to give their best. The charity in providing goods and services is also committed against unlawful discrimination of customers or the public.

The policy's purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

2. Scope

This policy applies to trustees, employees, interns and volunteers.

3. Definitions of Terms

In this policy where the number of such terms is limited, the definitions will appear in the policy statement.

4. Policy Statement

The organisation commits to:

- Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense
- Create a working environment free of bullying, harassment, victimization and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff and volunteers are recognized and valued.
- This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff and volunteers conducting themselves to help the organization provide equal opportunities in employment, and prevent bullying, harassment, victimization and unlawful discrimination.
- All staff and volunteers should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimization and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public
- Take seriously complaints of bullying, harassment, victimization and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organization's work activities.

- Such acts will be dealt with as misconduct under the organization's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.
- Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.
- Make opportunities for training, development and progress available to all staff and volunteers who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilized to maximize the efficiency of the organization.
- Decisions concerning staff and volunteers being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.
- Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

The equality, diversity and inclusion policy is fully supported by senior management and has been agreed with trade unions and/or employee representatives.

Details of the organisation's grievance and disciplinary policies and procedures can be found at www.luckyewe.org.uk This includes with whom an employee should raise a grievance – usually their line manager.

Use of Lucky Ewe's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination

5. Applicable External Legislation and Regulations

Lucky Ewe Vehicles Policy refers to Road Traffic Ordinance 2016

Form content gathered from:

<https://www.acas.org.uk/equality-policy-template>

ACAS are the Advisory, Conciliation and Arbitration Service.

"We work with millions of employers and employees every year to improve workplace relationships. We're an independent public body that receives funding from the government."