

EQUALITY & DIVERSITY (E&D) POLICY

Ownership. This Policy is owned by the Board of RMA-TRMC.

THE LAW

1. The current UK legislation (Equality Act 2010) places a duty on all organisations to:
 - a. eliminate discrimination, harassment and victimisation in the workplace
 - b. advance equality of opportunity between people from different groups
 - c. foster good relations between people of different groups
2. The Equality Act:
 - a. provides the basic framework of protection against direct and indirect discrimination, harassment and victimisation in services and public functions, work, education, associations and transport.
 - b. changes the definition of gender reassignment, by removing the requirement for medical supervision
 - c. provides protection for people discriminated against because they are perceived to have, or are associated with someone who has, a protected characteristic
 - d. provides clearer protection for breastfeeding mothers
 - e. applies a uniform definition of indirect discrimination to all protected characteristics
 - f. harmonises provisions allowing voluntary positive action.
3. The Equality Act need not be applied to volunteers without contracts.

POLICY STATEMENT

4. As stated in its Articles of Association, RMA-TRMC is committed to a policy of equal opportunities and non-discrimination. At all times, it aims to:
 - a. Select, recruit, develop and promote the very best people, basing judgement solely on suitability for the job;
 - b. Ensure all applicants and employees receive fair and equal treatment irrespective of sex, sexual orientation, gender reassignment, marital status, pregnancy and maternity, nationality, colour, race, national origin, religion or belief, age or disability;
 - c. Maintain a working environment free from harassment and intimidation;
 - d. Ensure that existing and new legislative Acts based on a stated right to equal treatment are strictly adhered to;

- e. Deal speedily and effectively with any complaints of alleged discrimination and/or harassment, ensuring all such complaints are fully investigated and that remedial action is taken where necessary.
5. RMA-TRMC recognises the benefits of making opportunities available to a range of people. This provides RMA-TRMC with:
- a. new perspectives on their work and fresh ideas
 - b. opportunities for the Charity to gain respect and trust by reflecting the diversity of the Corps Family it supports.
 - c. the opportunity to enable more members of the Corps Family to develop skills
 - d. the opportunity for people from different backgrounds, or with access requirements, to work alongside each another to increase mutual understanding and strengthen the Corps Family.
6. All employees, trustees and volunteers are required to comply with the Charity's policy on equal opportunities and diversity. Any employee found to be in breach of the policy, including discriminating against, bullying or harassing another employee or any third party associated with RMA-TRMC or the RNRMC, or inducing or instructing another employee to breach the policy, will be subject to the Charity's disciplinary procedure. Details of the Equal Opportunities Policy, and the Discrimination & Harassment Procedure, which do not form part of your Contract of Employment, are detailed in the Employee Handbook.

PRINCIPLES

7. Discrimination:
- a. Direct discrimination occurs where one person (A) discriminates against another (B) if, because of a protected characteristic, A treats B less favourably than A treats or would treat others.
 - b. Indirect discrimination occurs where one person (A) discriminates against another person (B) if A applies to B a provision, criterion or practice that applies to everyone but adversely affects B because of a particular protected characteristic and is not justified.
 - c. Disability discrimination (both direct and indirect) occurs where any unjustified less favourable treatment is applied because of the effects of a disability. RMA-TRMC has a duty to make reasonable adjustments to alleviate disadvantages caused by a disability.
8. Harassment. Harassment can take many forms and can be aimed at an individual or a group. By way of example people can be subjected to harassment on the following grounds:
- a. Race, ethnic origin, nationality, colour, sex, sexual orientation or gender reassignment, pregnancy or maternity;
 - b. Religion, belief or political conviction;

- c. Their willingness to challenge harassment, leading to victimisation;
- d. Disability, sensory impairment or learning difficulties;
- e. Their age - or youth, whether actual or perceived;
- f. Their association with a person with any of the above characteristics;
- g. A false perception of any of the above characteristics;
- h. Offence caused to them by any other employee or third party even though it may not have been directed towards them.

9. RMA-TRMC will take all reasonable steps to ensure the elimination of harassment. Harassment will not be tolerated and deliberate harassment is considered to be gross misconduct, which will be managed in accordance with the Employee handbook.

LEAD STAFF MEMBERS

10. The Chief Operating Officer is the RMA-TRMC lead on E&D matters.

TRAINING

- 11. All new staff will be inducted into the E&D policy and principles during their induction.
- 12. All existing staff will be updated annually on E&D policy and principles annually.

RECORD KEEPING

- 13. Records will be kept of all induction training and annual training.
- 14. Any allegations of breaches to the Charity's E&D policy will be recorded and investigated as a Serious Incident.

REVIEW

15. This Policy is to be reviewed biennially or soon should the law, or Charity Commission/ Companies House guidance change.

Signed

Dated

10 February 2022

DISCRIMINATION & HARASSMENT

EMPLOYEE RESPONSIBILITIES

Employees are expected to fully comply with the equal opportunities policy and may be disciplined if they are found to be in breach of it. Deliberate acts of discrimination or harassment are considered to be gross misconduct.

DISCRIMINATION OR HARASSMENT PROCEDURE

If you are the subject of harassment, your complaint can be made formally or informally. In either case, it will be dealt with promptly.

Informally, you may either speak to your Manager or ask a colleague to speak in confidence on your behalf. They will offer advice and may investigate further. Formally, employees should use the grievance procedure. In the event of the grievance being against your direct Manager, you should make your complaint directly to a Director. Employees must appreciate that the Charity may only be able to take formal action if a formal complaint is made.

Employees are assured that allegations of harassment will be dealt with quickly and taken seriously. Under no circumstances should it be feared that an employee would be victimised for making or being involved in a complaint. Victimisation of a complainant is in itself a disciplinary offence.