

**The Knapp Foundation**  
Charity Registration Number 1200294

**Equality, Inclusion and Diversity Policy**

**Introduction**

1. The Trustees of the Foundation are committed to encouraging equality, diversity and inclusion among its workforce. We seek that our employees should be representative of all sections of society, and that employees should feel respected and able to give their best. The Foundation is compliant with anti-discrimination law including the Equality Act 2010.

**Purpose**

2. This policy's purpose is to ensure:
- i. equality, fairness and respect for all in our employment,
  - ii. the absence of discrimination on the grounds of any of the protected characteristics under the Equality Act 2010, i.e. 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, and
  - iii. there is no unlawful discrimination in respect of (but not limited to) 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.

**Our values**

3. The Foundation:
- i. values equality, diversity and inclusion in the workplace
  - ii. seeks to ensure a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

**Staff**

4. Staff are required to read this policy. Staff must be aware of the need to conduct themselves to help the Trustees provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination. All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, suppliers, beneficiaries and the public.

## **Complaints**

5. The Foundation takes seriously complaints of bullying, harassment, victimisation and unlawful discrimination by members of staff in the course of its activities. Complaints will be dealt with as misconduct under the Foundation'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. Sexual harassment may be both an employment rights matter and a criminal matter, for example in sexual assault allegations. 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.

## **Employment Practice**

6. The Foundation:

- makes opportunities for training, development and progress available to all staff relevant to the role that they perform or work that is expected from them, to ensure that they are helped and encouraged to develop their full potential for the role they undertake.
- makes staff appointments based on merit (apart from any necessary and limited exemptions and exceptions allowed under the Equality Act).
- reviews employment practices and procedures when necessary to ensure fairness, and also updates them and the policy to take account of changes in the law.

7. Monitoring includes the assessment of how this policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues. Details of the Foundation's grievance and disciplinary policies and procedures can be found in the relevant policy documents. These include with whom an employee should raise a grievance – usually their line manager. Use of the Foundation'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.

Adopted by a meeting of the Trustees on 1st February 2023