

### Policy Document

Title	Equality
Agreed by	Board of Trustees
Date	12 March 2019
Signature	<i>CLAIRE MCNAMARA</i>
Name	CLAIRE MCNAMARA
Next review process to be completed by	31 March 2020

This document will remain valid during the review process

## Introduction

Kyra is committed to encouraging equality and diversity among our staff and volunteers (hereafter 'colleagues'), and eliminating unlawful discrimination.

Kyra aims to create 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 colleagues are recognised and valued

The aim is for our workforce to be truly representative of all sections of society and our members, and for each colleague to feel respected and able to give their best.

**Kyra operates a charities exception policy. This means it is deemed justified to restrict activities to those who identify as female only. As a result Kyra reserves the right to exclude males as employees, volunteers or members.**

**The policy's purpose is to:**

1. Provide equality, fairness and respect for all colleagues, whether paid, unpaid, temporary, part-time or full-time
2. 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 (gender) and sexual orientation.
3. 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

## **Kyra's commitment**

1. To inform all colleagues about their rights and responsibilities under this policy. Responsibilities include colleagues conducting themselves to help the organisation provide equal opportunities in access and prevent bullying, harassment, victimisation and unlawful discrimination.
2. To ensure that all colleagues understand they, as well as Kyra, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their work.
3. To take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by colleagues or members.
4. To ensure that such acts will be dealt with under the Kyra's grievance procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

## **Paid staff**

For those employed by Kyra aims to:

1. Make opportunities for training, development and progress available to all staff equally.
2. Make decisions concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
3. 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.
4. Monitor how the equality policy is working in practice, reviewing it annually, and considering and taking action to address any issues.

Use of the organisation'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.