

EQUAL OPPORTUNITIES POLICY - DOUGLAS BADER FOUNDATION

1. EQUAL OPPORTUNITIES STATEMENT

- 1.1. The Douglas Bader Foundation (DBF) is committed to promoting equal opportunities in employment. Employees, staff, and any job applicants, and those seeking to use our services will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (these are known as “Protected Characteristics”).

2. DISCRIMINATION

- 2.1 Staff must not unlawfully discriminate against or harass other people including current and former employees, job applicants, people using our services, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts), and on work-related trips or events including social events.
- 2.2 The following forms of discrimination are prohibited under this policy and are unlawful:
 - 2.2.1 **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.
 - 2.2.2 **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.
 - 2.2.3 **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-harassment and Bullying Policy.
 - 2.2.4 **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
 - 2.2.5 **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

3. RECRUITMENT AND SELECTION

- 3.1 Recruitment, promotion and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person if possible.
- 3.2 Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

- 3.3 Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.
- 3.4 Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.
- 3.5 We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents demonstrating their right to work in the UK (such as a passport) before employment starts, to satisfy immigration legislation.

4. DISABILITIES

- 4.1 If a staff member is disabled or becomes disabled, they are encouraged to tell us about their condition so that we can consider what reasonable adjustments or support may be appropriate.

5. PART-TIME AND FIXED-TERM WORK

- 5.1 Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

6. BREACHES OF THIS POLICY

- 6.1 We take a strict approach to breaches of this policy, which will be dealt with in line with our disciplinary procedure. Serious breaches may amount to gross misconduct, resulting in dismissal.
- 6.2 If you believe you have been discriminated against, you should raise the matter through our grievance procedure. Any complaint will be handled in confidence.
- 6.3 There will be no victimisation of staff who complain about discrimination, however, intentionally making a false allegation in bad faith may amount to misconduct and be treated in accordance with the disciplinary procedure.