



## Equality and Diversity Policy

This policy sets out EventWell's approach to equality and diversity. It is this organisation's policy to treat all applicants, volunteers and employees fairly and equally, regardless of sex, pregnancy, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, age, race, nationality, regionality, national or ethnic origins or disability.

Furthermore, the organisation is committed to ensuring this policy is effective and they understand that there can be no equality of opportunity if difference is not valued.

Through this policy EventWell will do all it can to promote good practice in this area in order to eliminate discrimination and harassment as far as is reasonably possible.

You have a personal responsibility to read this policy in full, familiarise yourself with the policy, and ensure the policy is observed and fully complied with.

### 1. Definitions

**Direct Discrimination:** where one person is treated less favourably than another because of a protected characteristic set out in this policy, even if they do not have one of these protected characteristics.

**Indirect Discrimination:** when an unjustifiable requirement or condition is applied, which appears to be the same for all, but which has a disproportionate, adverse effect on one group of people.

**Victimisation:** when someone treats you badly or subjects you to a detriment because you complain about discrimination or help someone who has been the victim of discrimination.

**Harassment:** is any unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

**Bullying:** is any persistent behaviour, action or conduct, directed at you, which is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

## 2. Commitments

- ❑ 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, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued;
- ❑ This commitment includes training event professionals about their rights and responsibilities under the equality, diversity and inclusion policy;
- ❑ Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination;
- ❑ All event professionals should understand they can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public;
- ❑ Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by customers, suppliers, visitors, the public and any others in the course of the organisation's work activities;
- ❑ Such acts should be dealt with as misconduct under an organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to someone's dismissal from their job without notice;
- ❑ 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 event professionals, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of any organisation;
- ❑ Decisions concerning event professionals 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 organisation's team regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability (both physical and hidden) 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;
- ❑ EventWell will arrange to discuss with the employee/volunteer whether any reasonable adjustments might assist them in the performance of his/her/their duties in line with the Equality Act of 2010. The employee/volunteer should also be encouraged to suggest any adjustments that he/she/they believe would be helpful.

### **3. The use of the disciplinary procedure**

Any volunteer/employee may use the Grievance Procedure to complain about discriminatory conduct. The organisation is concerned to ensure that staff feel comfortable about raising such complaints. No individual will be penalised for raising such a complaint in good faith.

The making of false or malicious complaints of bullying or harassment may be regarded as a disciplinary offence.