

STRATFORD TOWN TRUST

Equality, Equity, Diversity, and Inclusion Policy

NB: This policy should be read in conjunction with the EEDI Action Plan

Who is covered by this policy?

All staff, trustees, volunteers, job applicants, beneficiaries, stakeholders, contractors, and anyone else who comes into contact with Stratford Town Trust.

What is covered by this policy?

This policy sets out the Trust's commitment to ensuring that anyone who comes into contact with it is treated with warmth, dignity, and respect irrespective of their background or identity.

This policy also outlines the proactive work the Trust does to ensure it is an anti-racist and anti-discriminatory organisation and to promote a positive working culture for everyone.

Purpose

The purpose of this policy is to ensure that everyone who encounters the Trust is treated fairly and equally and that the Trust provides a space free from all forms of harassment, bullying and discrimination.

The Trust will be alert to situations where the organisation and individuals may exhibit bias and prejudice – both conscious and unconscious – and take steps to prevent and rectify this.

Trustees and staff will be engaged in the development and implementation of this policy to ensure that equality, equity, diversity, and inclusion (EEDI) are promoted through the Trust's work internally and externally.

Key success criteria

This policy will be deemed successful if:

- There is a positive culture throughout the Trust, where diversity, inclusion, compassion, and respect are core values and at the centre of all its activities.
- The Trust identifies examples of bias and eliminates the impact of discrimination in its practices and behaviours.
- The Trust leads by example and actively encourages positive action to overcome disadvantage and discrimination.
- The Trust ensures the highest possible standards are achieved in the delivery of its services to beneficiaries and in its employment practices.
- The Trust ensures EEDI are promoted through its work, both internally and externally.
- Everyone feels valued and given space to work to their full potential.

THE POLICY

What you must do

- The Trust expects every employee, volunteer, and trustee to assist in meeting its commitments to provide equality of opportunity and a culture free from discrimination.
- Attend or complete any training and awareness sessions arranged by the Trust
- Everyone should treat others equally and with dignity and respect.
- Each employee should know the Trust's standards of behaviour, actively implement its values and be an exemplar of equality and fairness in everything the Trust does.
- The Trust encourages staff to communicate the terminology that describes them, and others should respect and use that terminology (e.g. by using preferred pronouns – she/her, he/him, they/them and so on).

- Employees, volunteers, and trustees should uphold the values of this policy when representing the Trust, for example at external events and on social media accounts.
- Any breaches of this policy (including but not limited to confirmed acts of discrimination, harassment, bullying or victimisation) will be regarded as misconduct and dealt with through the Trust's Disciplinary Procedure, Trustee Code of Conduct, or the Volunteer Handbook.

Stratford Town Trust responsibilities

- Ensure that EEDI forms part of the induction process for all roles.
- Provide training and opportunities for extended learning to all staff, trustees and volunteers about this policy and the Trust's commitment to being an inclusive, non-discriminatory organisation.

Diversity monitoring

The Trust will keep up-to-date records of diversity within the organisation (employees, volunteers, and trustees) relating to protected characteristics.

This information will be collected with the permission of staff and the information will be held confidentially in accordance with GDPR.

The information provided will help inform how many employees, volunteers and trustees have protected characteristics, so that the Trust can take steps to ensure that they are not discriminated against nor is disciplinary action disproportionately taken against them and understand if there is a higher turnover of staff, trustees and volunteers with protected characteristics or if there are barriers to progression of such staff.

As a minimum, the Trust will regularly monitor the declared ethnicity, gender, disability and age composition of the existing staff and applicants, trustees, and volunteers, and take any appropriate action to address issues that may be identified as a result of the monitoring process.

EEDI in Grantmaking.

The Trust will develop a detailed action plan by Spring 2024, outlining how it will begin to identify essential EEDI data within its grantmaking work. This plan will follow the Association of Charitable Foundation's (ACF) 'Pillars of Stronger Foundation Practice' principles.

https://www.acf.org.uk/common/Uploaded%20files/Research%20and%20resources/Stronger%20foundations/ACF_DEI_Thepillarsofstrongerfoundationpractice_final.pdf

The Trust will ensure operational and governance approaches are focused on understanding where Trust funding is spent, who it supports across the community, the demographic makeup of grant-holders and beneficiaries, and where there are trends and opportunities.

The Action Plan will also support strategic decision-making on grant making aims and approaches, ensuring grant making moves forward with EEDI at its heart. This work is a core element of the Trust's commitment to becoming a considerate Grantmaker.

Policies and procedures

The Trust reviews all its policies and procedures on a rolling basis, with special attention being given to issues affecting EEDI and using the ACF's Pillars of Stronger Foundation Practice as a guide and best practice.

<http://www.ukri.org/wp-content/uploads/2021/02/nerc-110221-Funding-Opp-PreparingForFutureCleanAir-EIA.pdf>

Policies at the Trust are not static and will be amended as required to suit changing situations. Under regular circumstances, the Trust will seek feedback from staff on significant amendments to existing policies and/or on newly drafted policies where a gap is identified.

Recruitment

The Trust will not discriminate in the selection of staff, trustees and volunteers for recruitment or promotion.

The Trust may use suitable lawful methods (including, where appropriate, positive action) to attract candidates of any identified under-represented group in particular types and levels of vacancy.

The Trust will identify institutional barriers to the attraction, retention and progression that may face those with protected characteristics before advertising any roles externally. This means that the Trust will seek peer review of job descriptions, person specifications, adverts to ensure it is not being unconsciously discriminatory.

Policy monitoring and updates.

The Executive and Trustees will continue to strategically review this policy in relation to all other work at the Trust.

The Executive will discuss progress against the policy regularly and take action if needed.

Document created	January 2024
Approved by Audit & Gov Cttee & Ratified by Board	March 2025

Definitions

This policy refers to equality, equity, diversity, and inclusion (EEDI). A definition of each of these words can be found below to help everyone understand what is meant by these terms.

Equity: Everyone should have access to the resources and opportunities they need to reach their full potential, regardless of their starting point.

Equality: Every individual deserves the same fundamental rights, opportunities, and treatment, regardless of their differences.

Diversity: We value and embrace the unique experiences, perspectives, and backgrounds of all individuals.

Inclusion: We strive to create an environment where everyone feels welcome, respected, and empowered to participate fully.

Anti-racism: We actively challenge and dismantle systemic and individual forms of racism, promoting justice and equity for all.

Protected characteristics: The term 'protected characteristics' used in this policy refers to those outlined in the Equality Act 2010, namely: race, sex, marital or civil partnership status, maternity and pregnancy, age, disability, sexual orientation, gender reassignment and religion or belief. Although not specifically stated within the Equality Act 2010, the Trust also considers socio-economic status and health conditions to hold the same considerations within this policy.

The Trust is committed to going beyond the legal minimum regarding EEDI and strives to be an example of best practice.

Current equality legislation and associated codes of practice have been considered within this policy.

What type of bias are we talking about?

The Trust wants to ensure that it is overcoming the normative nature of the traditionally held views of societal systems by avoiding being an organisation that is unconsciously and unintentionally ethnocentric (which means you evaluate other cultures according to the standards and customs of your own culture), androcentric (which means you are focused on men and centred around their needs above others), heteronormative (which means your worldview promotes being heterosexual as the preferred sexuality) and ableist (which means you discriminate people with disabilities based on the belief that those without disabilities are somehow superior).

This means that the Trust will actively avoid anything that may negatively impact people of particular ethnicity, those with disabilities, individuals of a certain gender or sexuality, those from a specific socio-economic or educational background, those for whom English is their second language, etc. The Trust will ensure that it actively seeks to employ people from a range of backgrounds and experiences.