



DIVERSITY AND EQUALITY

Statement

Individuals with different cultures, perspectives and experiences are at the heart of the way the Community Foundation works, we are guided by our core values in everything we do and recognise that being a diverse and inclusive employer helps us fulfil our responsibility to make a difference for our participants and partners.

We work within the spirit and the practice of the Equality Act 2010 by promoting a culture of respect and dignity and actively challenging discrimination, should it ever arise. We will continue to support our leaders, managers and employees to demonstrate the principles of diversity and inclusion in their everyday activities, roles and functions.

We believe that everyone who wishes to be involved with the Foundation, whether as staff, Board members or participants:

- Has a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities, without regards to their age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion and belief, sex or sexual orientation
- Can be assured of an environment in which their rights, dignity and individual worth are respected, and in particular that they are able to enjoy their engagement at the Foundation without the threat of intimidation, victimisation, harassment, bullying and abuse

People can be discriminated against for any number of reasons and in many different ways, some overt and some more subtle. For those discriminated against, dealing with it, perhaps on a regular basis, is extremely stressful.

The Foundation is aware of the many forms that discrimination may take and is committed to working against it.

People may become the target for discrimination if they:

- Belong to a minority or ethnic, or religious group
- Do not have the predominant national language as a first language
- Communicate with difficulty
- Dress in a way that does not conform to what is seen as 'the norm'
- Have physical differences e.g. height, weight
- Have different emotional needs



- Have special educational needs
- Behave in ways that are seen as 'difficult', 'abnormal', or 'different'
- Are from poor social backgrounds
- Have physical, sensory or mental disability
- Are gay, lesbian, bi-sexual or transgender

Harassment related to any of the protected characteristics is prohibited. Harassment is unwanted conduct that 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 Bullying Policy.

The following are protected characteristics:

- Sex
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including ethnic origin, colour, nationality and national origin)
- disability
- sexual orientation
- religion and or belief
- age

Reporting and Complaints

Incidents of discrimination should be recorded and reported via the usual incident report process. Employee concerns should be raised using the grievance procedure outlined in the Staff Handbook.

Any person who believes that they have been treated in a way that they consider to be in breach of this policy should, in the first instance complain to that person. If this does not resolve the matter, the person may raise the matter through the usual incident reporting process.

Any investigation will be conducted impartially, confidentially and without avoidable delay. Any person against whom a complaint has been made will be informed of what is alleged and be given the opportunity to present their side of the matter.

The parties in question will be notified of the outcome of any investigation in writing and reported to the Community Foundation Board. The Community Foundation may impose sanctions on that person or organisation in line with its policies, which may range from a written reminder concerning future conduct, extending to temporary or permanent exclusion from Foundation activities or employment.



Where the violation of the Equality Policy by way of harassment, victimisation or discrimination amount to a criminal offence, the appropriate authority will be informed.

Sheffield United Community Foundation takes a zero-tolerance approach to harassment, victimisation or bullying.

Implementation

The Foundation has a named Strategic Lead for Equality Diversity & Inclusion, supported by a named lead at Board level. The ED&I Lead is responsible for promoting ED&I in the delivery of all its services and working towards achieving the main objectives outlined in the Equality and Diversity Action Plan.

A copy of this document will be published on Sheffield United Community Foundation website.

- Sheffield United Community Foundation Board will take overall accountability for ensuring that the policy is observed
- Sheffield United Community Foundation will implement regular audits and surveys, and utilise Data Hub: a service that provides us with sector intelligence, as we are committed to identifying areas of under representation and disadvantage so we can increase activity and health in those areas and with hard to reach groups
- Sheffield United Community Foundation will provide access to a rolling programme of training (for example, online, face-to-face, briefings) for all its staff and Board members
- The Board will review the policy at intervals of no more than three years (or when necessary due to changes in legislation) in line with the policy review process

Updated January 2020

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