

The Bikeability Trust

Discrimination and Equal Opportunities Policy

The Bikeability Trust is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

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

The Trust - in providing services is also committed to ensuring that it doesn't demonstrate any unlawful discrimination of customers or the public.

In interpreting its duties, the Trust will use the guidance for employers issued by the [Equality and Human Rights Commission](#).

This policy should also be read in conjunction with the Trust's policies on:

- Data Protection
- The Bikeability Trust Privacy Statement on the Trust's website
- Diversity and Inclusion
- Whistleblowing

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
2. Not discriminate under the terms of the Equality Act 2010's 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

- 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
- selection for employment, promotion, training or other developmental opportunities

The Trust's commitment

The Trust is committed to fulfilling all the legal obligations under the equality legislation and associated codes of practice.

The Trust will:

- Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.
- Strive to ensure that the working environment is 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 managers and all other workers about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves in such a way as to help the Trust provide equal opportunities in employment and prevent bullying, harassment, victimisation and unlawful discrimination. All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow workers, customers, suppliers and the public.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by workers, customers, suppliers, visitors, the public and any others in the course of the Trust's work activities. Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and following due process lead to dismissal without notice. Further, sexual harassment may amount to both an employment rights and a criminal matter, such as in sexual assault allegations. In addition, harassment under the

Next review date September 2025

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 staff, 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 the Trust.
- Make decisions concerning staff 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 workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.
- The Chief Executive is responsible for gathering equalities information from new employees through the Equal Opportunities Monitoring Form gathered at recruitment. This form is uploaded onto the new employee's Breathe HR record. On joining the Trust each new employee is able to add or amend their personal record which details gender, nationality and ethnicity.
- For all of these categories employees can choose not to complete this detail. Only the employee and the Chief Executive as HR user for the Breathe HR system can view this personal information
- The Equalities Policy is made available to all staff, and the charity's commitment to equal opportunities is clearly stated on all employment-related communications and publications.
- The equality, diversity and inclusion policy is fully supported by senior management and has been agreed with Trustees.

Our disciplinary and grievance procedures

Details of the Bikeability Trust's policies on grievance [12 Grievance Policy v4.pdf](#) and disciplinary [13 Disciplinary Policy v4.pdf](#) can be found by following the links.

Use of the organisation's grievance 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.

Monitoring and review

The Chief Executive will report to the Board of Trustees annually, to monitor the effective implementation of the Trust's policy in relation to the profile of the Trust's workforce, and any employee complaints, breaches or discrimination in relation to the equalities policy. Any subsequent action taken which have been recorded by the Executive Officer will be reported annually to the Board on a confidential and anonymous basis.

Document control

File name / Version	16 Discrimination and Equal Opportunities policy v3
Approved by (name)	Alison Hill
Date	22 nd August 2019
Date of approval by the Board	22 nd August 2019
Last review date	18 th September 2023
Date of next review	September 2025

Provenance

- Equality Act 2010 and its statutory instruments
 - The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 (SI 2000/1551)
 - The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002(SI 2002/2034)
 - Employment Rights Act 1996 (sections relating to maternity and dependant carer leave)
 - Race Relations (Amendment) Act 2000
 - Protection from Harassment Act 1997
 - Racial and Religious Hatred Act 2006.
 - Equal Treatment Framework Directive (2000/78/EC)
 - Equal Treatment Amendment Directive (2002/73/EC)
 - Race Directive (2000/43/EC)
 - Directive implementing the principle of equal treatment between men and women in the access to and supply of goods and services (2004/113/EC)
 - Directive on equality between men and women in matters of employment and occupation (2006/54).
-