



EQUALITY, DIVERSITY AND INCLUSION POLICY

OUR COMMITMENT

The Gurkha Welfare Trust (the Trust) is committed to creating and maintaining an organisation where everyone is treated fairly, with dignity and respect, and where individual differences are valued.

Equality means ensuring that people have fair access to opportunities and are not disadvantaged by discrimination or barriers to participation. Diversity means recognising and valuing the different backgrounds, experiences, perspectives and identities that people bring. Inclusion means creating an environment where everyone feels welcomed, respected, supported and able to contribute fully.

We believe that a diverse and inclusive organisation is stronger, more effective and better able to achieve its charitable objectives. We want all employees, volunteers, trustees and others who work with us to feel able to be themselves and to fulfil their potential.

ZERO TOLERANCE OF DISCRIMINATION

We do not tolerate discrimination, harassment, bullying or victimisation of any kind. Any breach of this policy will be taken seriously and may result in disciplinary action, up to and including dismissal where appropriate.

SCOPE

We are committed to providing equality of opportunity and ensuring that no beneficiary, employee, volunteer, supporter, job applicant, contractor or Trustee-Director is treated less favourably because of a protected characteristic under the Equality Act 2010, namely:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- gender; or
- sexual orientation.

IMPLEMENTATION

We will:

- promote equality, diversity and inclusion in all aspects of our work;
- ensure that recruitment, employment and promotion decisions are based on objective criteria, skills, experience and merit;
- provide appropriate training and guidance to line managers and staff;
- make this policy available to beneficiaries, employees, volunteers, supporters, job applicants, recruitment agencies and Trustee-Directors where relevant;
- take account of relevant legislation, statutory guidance and codes of practice; and
- foster a respectful and inclusive working environment in which everyone feels safe, valued and able to contribute.

RECRUITMENT AND SELECTION

Recruitment and selection processes will be conducted fairly, consistently and without discrimination.

We will:

- advertise vacancies in a way that encourages applications from a diverse range of candidates;
- use objective and role-related selection criteria;
- ensure that job descriptions and person specifications accurately reflect the requirements of the role;
- provide appropriate training and guidance to those involved in recruitment and selection;
- seek to ensure that shortlisting and interview decisions involve more than one person wherever practicable;
- ensure interview questions relate only to the requirements of the role;
- make reasonable adjustments for disabled applicants and candidates where required;
- consider all applicants on their ability to perform the role and their suitability for the position; and
- ensure that recruitment decisions are not influenced by assumptions, stereotypes or the preferences of others, for that reason, any staff involved in this process undertake unconscious bias training.

TRAINING, DEVELOPMENT AND PROMOTION

We are committed to providing fair access to training, development and progression opportunities.

Promotion, training and development decisions will be based on objective criteria, skills, experience, performance and potential. All staff with management responsibilities will receive appropriate guidance and training to support the implementation of this policy.

MONITORING AND REVIEW

We will monitor the effectiveness of this policy and review it regularly to ensure that it remains effective and compliant with current legislation and best practice.

Where appropriate and lawful, monitoring may include the collection and analysis of anonymous diversity data relating to applicants, employees, volunteers and Trustee-Directors. Any such information will be collected, processed and stored in accordance with applicable data protection legislation.

Monitoring information may be used to:

- identify barriers to recruitment, retention or progression;
- assess whether policies and practices are operating fairly;
- measure progress against equality, diversity and inclusion objectives; and
- inform future actions and improvements.

The results of monitoring activities will be reviewed periodically and, where appropriate, action will be taken to address any identified inequalities or barriers.

This Policy will be reviewed at least every two years or sooner if there are significant changes to legislation.