

EQUITY, DIVERSITY, INCLUSION AND BELONGING (EDIB) POLICY



WHO IS COVERED BY THIS POLICY?

This policy covers all employees, trustees, officers, volunteers, interns, casual workers, agency workers, contractors, children and young persons.

The Ellen MacArthur Cancer Trust's Chief Executive Officer ("CEO") has overall responsibility for the effective operation of this policy and for ensuring compliance with discrimination law.

The Ellen MacArthur Cancer Trust's Board of Trustees has the ultimate responsibility to provide and review this policy. Its implementation is primarily a matter for the CEO and the Ellen MacArthur Cancer Trust's managers, who must set an appropriate standard of behaviour, lead by example, and ensure those they manage adhere to the policy and promote the Ellen MacArthur Cancer Trust's aims and objectives with regards to EDIB.

If you are involved in management or recruitment, or if you have any questions about the content or application of this policy, you should contact the CEO.

This policy is reviewed bi-annually, initially by the Trustees' Governance Committee in liaison with the CEO and then by the Board.

OUR EDIB VISION: EVERYONE BELONGS

We must reflect and be relevant in today's diverse society and be a place that is open and inviting to all kinds of people, who feel they can be their authentic self with us.

To get there, we need to build a truly inclusive organisation, with a team and community that recognises and actively addresses how minoritised young people with cancer experience double discrimination and systemic barriers to wellbeing.

We must foster a culture and embed values, behaviours, and practices that celebrate difference, curiosity and prioritise belonging for all across our whole community. There is work to do and we are deeply committed to making this happen.

WHY DO WE NEED THIS POLICY?

Belonging and equity are at the heart of what we do. We support young people after cancer treatment, to inspire them to believe in a brighter future through (re)finding acceptance, independence, and optimism.

We do this by aiming to create a psychologically safe environment and community that welcomes and celebrates everyone being their authentic self.

To achieve real belonging, we must take an intentional and proactive approach to creating a discrimination-free environment. **Everyone - whether they are working with**

us, for us, or participating in one of our activities - should expect this as standard.

Racism, homophobia, transphobia, ableism, classism, xenophobia, sexism, and other forms of identity-based discrimination are society-wide problems we are actively trying to dismantle. They are harmful and can be detrimental to our aims and the experience we seek to create for everyone in our community.

DEFINING WHAT EQUITY, DIVERSITY, INCLUSION AND BELONGING MEAN TO US

Equity - acknowledges not everyone has the same start in life and allocates the exact resources and opportunities needed to reach an equal outcome. We intentionally use equity - not equality - in this policy as we need to be proactive in removing barriers to achieve fair access.

Diversity - having individuals from all backgrounds and different identities across our organisation and acknowledging and celebrating these differences.

Inclusion - the practice of ensuring all individuals are valued, respected, and have equal opportunities to participate and contribute to all aspects of their involvement with us.

Belonging - promoting values and practices where no person is left out. It means every person has a meaningful voice, their wellbeing is considered, with the equitable opportunity to participate and shape their experience and genuine belief of being valued and celebrated for who they are and what they bring.

We cannot achieve belonging without equity, diversity and inclusion.

PROTECTED CHARACTERISTICS

Our approach to belonging is progressive and forward thinking. We take a holistic view of identity, especially as we work with young people who themselves are at an identity forming stage of life. We are committed to going beyond just the protected characteristic outlined in the Equality Act 2010¹.

Below, we have included protected characteristics in line with the 2010 Equality Act and some additional characteristics, to achieve the levels of inclusion and belonging we seek. Throughout this policy (for internal practice) where protected characteristics are referred to this relates to the characteristics listed below.

Sex	Gender identity and expression	Disability including cancer	Race and ethnicity
Religion or belief	Sexual orientation	Age	Pregnancy and maternity
Body size and image	Mental health and mental wellbeing	Class	Marital or civil partnership status

¹ Age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, Disability, race including colour, nationality, ethnic or national origin, religion or belief. Sex, sexual orientation

Part-time and fixed-term staff should be treated the same as comparable full-time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

THE POLICY

There are three parts to this policy:

1. **Recruitment practices** - how we fairly recruit team members to increase diversity.
2. **Reporting misconduct and discrimination** - the process for reporting misconduct and discrimination, and our commitment to handling these reports.
3. **Our policies and processes** - how our internal practices and policies will promote equity, diversity and inclusion to create belonging in all we do.

PART ONE - RECRUITMENT PRACTICES

- Our recruitment practices, for salaried and seasonal staff and volunteers, should be open, transparent and fair to reflect our aims of being representative of the the UK population.
- Recruitment will be conducted on the basis of merit and ability and against objective criteria that avoids discrimination in line with our Diverse Community EDIB Plan pillar. These processes and procedures will be reviewed regularly.
- Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.
- Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.
- Job applicants should not be asked about health or disability before a job offer is made. There are limited exceptions which should only be used with the approval of the CEO. For example:
 - Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
 - Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.²
 - Equal opportunities monitoring (which will not form part of the selection or decision-making process).
- We are required by law to ensure all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be

² Where necessary, job offers can be made conditional on a satisfactory medical check. If a medical check identifies a condition or conditions that could be classified as being disabled all reasonable adjustments will be considered before the offer of employment is withdrawn.

able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation.

- To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged, where possible we will monitor information on an applicants' demographics. Provision of this information is voluntary and it will not adversely affect an individual's chances of recruitment or any other decision related to their employment. The information is removed from applications before shortlisting and kept in an anonymised format solely for the purposes stated in this policy. Analysing this data helps us to take appropriate steps to increase our diversity.
- Positive action is a proactive approach we can take to address existing disadvantages and promote equity. An employer can use positive action where they reasonably think (based on some evidence) that:
 - people who share a protected characteristic suffer a disadvantage connected to that characteristic;
 - people who share a protected characteristic have needs that are different from the people who do not share it;
 - participation in an activity by people who share a protected characteristic is disproportionately low.

PART TWO - REPORTING MISCONDUCT AND DISCRIMINATION

We take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, service users, visitors, the public and any others in the course of our work and activities. Such acts will be dealt with as misconduct under our grievance or disciplinary procedures, and appropriate action will be taken.

Reporting Racism & Identity Discrimination

Our Racism & Identity Discrimination reporting process sets out our commitment to ensuring anyone who engages with us is treated with respect and dignity, irrespective of who they are and what protected characteristics they have.

The process outlines our approach to addressing issues of racism and other identity-based discrimination, so anyone working with or being supported by us has clarity on the steps to take to get support when they need it.

It applies whether someone has personally experienced discrimination themselves or has seen discrimination towards another person. It also serves as a guide to everyone working as part of our charity on our stance on these issues, and the practical steps to take in the instance of unacceptable practices and behaviours.

PART THREE - OUR POLICIES AND PROCESSES

Monitoring diversity

We monitor the make-up of our team (including seasonal staff) regarding information such as age, sex, gender, ethnic background, sexual orientation, religion or belief, and disability to help us understand our team's diversity and to allow us to identify areas where we need to improve and promote equality, inclusion and belonging.

Policies & Process

We recognise policies and procedures can play a role in systemic and organisational racism and discrimination. We will review employment practices and procedures when necessary to ensure fairness, and to update them to take account of changes in the law.

When reviewed, all other policies will be benchmarked against this policy and the impact on the individuals with the outlined protected characteristics assessed. This should include, but is not limited to the following processes and policies:

- pay and benefits
- terms and conditions of employment
- dealing with grievances and discipline
 - disciplinary procedures and penalties should be applied without discrimination, whether they result in disciplinary warnings, dismissal or other action.
- dismissal
- redundancy
 - redundancy criteria and procedures should be fair and objective and not directly or indirectly discriminatory.
- leave for parents
- requests for flexible working
- selection for employment, promotion, training or other development opportunities

Access to opportunities

We will 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 efficiency. This should extend to skippers, volunteers and young people when offering additional development or opportunities.

Our language

The language we use around equity, diversity and inclusion is crucial in creating an environment of belonging. We are committed to being intentional in the language we use and to learning and evolving our language to suit the environment we want to create.

IMPLEMENTING THIS POLICY

All staff (including seasonal staff and volunteers) should be inducted into our EDIB policy and Plan when they join. This includes highlighting their responsibility in conducting themselves in a manner to help us provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All paid 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 employees, customers, suppliers and the public.

We are committed to...

- training our staff and seasonal team to increase their understanding of EDIB

- improve our inclusive practices
- sharing learning both informally and formally within our entire team.

Our EDIB Plan provides direction about how we wish to improve as an organisation and the practical ways in which we will implement this policy going forward.

RELEVANT DOCUMENTATION AND RESOURCES

- EDIB Plan
- Racism and Identity discrimination reporting process
- Grievance policy
- Complaints policy
- Equality Act 2010

This policy will be cross-checked against the Ellen MacArthur Cancer Trust's goals for Sustainability when those goals have been more fully established.

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