

RACISM AND IDENTITY DISCRIMINATION - REPORTING PROCESS



WHO IS COVERED BY THIS PROCESS?

All staff, trustees, volunteers, skippers, young people and organisation systems and processes, because we know they can play a role in systemic and organisational racism and discrimination.

WHY DO WE NEED THIS PROCESS?

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.

This needs investment in education, training, and clear communication so everyone understands what acceptable and respectful behaviour looks like. **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.

WHAT IS THE PURPOSE OF THE PROCESS?

This process sets out the Ellen MacArthur Cancer Trust's commitment to ensuring anyone who engages with us is treated with respect and dignity, irrespective of who they are and what protected characteristics (see page 3 for definition) 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.

The process 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.

NOTE: Please see Appendix A for glossary.

HOW WE APPROACH RACISM AND IDENTITY-BASED DISCRIMINATION

- **Accessible** - we make it easy for people to tell us about issues.
- **Safe** - we will protect people who share and report incidents.
- **Supportive** - we have a range of options to support victims of discrimination.
- **Impact-focused** - prioritising impact on the harmed person over intention of perpetrator.
- **Learning** - we ensure steps are taken to prevent this happening again.
- **Transparency** - we are open about the process and actions being taken.
- **Proactive** - we help those working at the Ellen MacArthur Cancer Trust to recognise and act on them.
- **Measure** - we will track and measure incidents and the experiences of anyone reporting they have felt excluded and/or they didn't belong (to be reviewed by the leadership team and shared with our Board).

WHICH ASPECTS OF IDENTITY ARE INCLUDED IN THIS PROCESS?

Our approach to racism and identity-based discrimination 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 recognise racism and identity-based discriminatory behaviours can occur because you have a protected characteristic, when others assume you have a protected characteristic. or because of your association with someone else with the protected characteristic.

We recognise how people need to feel all parts of their identity are welcomed, accepted and supported within the Ellen MacArthur Cancer Trust.

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.

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*

HOW DO WE RECOGNISE BEHAVIOURS OF RACISM AND IDENTITY-BASED DISCRIMINATION?

Belonging and equity are core to having a positive impact. Outlined below are some example behaviours we consider to be detrimental to the experience of anyone within our community. **This is not an exhaustive list.**

1. MICROAGGRESSIONS

Microaggressions are broadly defined as being indirect or subtle discrimination against a minority group. There are different types.

Research has shown, although seemingly small, microaggressions can take a significant psychological toll on your mental health if you are experiencing them.

The repetitive nature of microaggressions can make you feel you are the problem and that you don't fit in and are inadequate.

TYPE	WHAT IT MEANS	WHAT WE MEAN
Micro invalidations	Rude, insensitive comments that subtly disrespect racial heritage or other aspects of identity by indicating you don't belong, or 'other' you in some way. They can make assumptions, use negative stereotypes, or make you feel like an outsider.	<ul style="list-style-type: none"> Assuming a female volunteer is a crew leader not a mate. Not acknowledging someone's lived experience, e.g., someone treated differently during treatment because of their race. "I don't see colour." Assuming dietary requirements based on race. Judgement on physical abilities e.g., not including volunteers at fundraising events on assumption they can't stand up for day.
Micro assaults	Deliberate and intentional slights or insults - verbal or non-verbal.	<ul style="list-style-type: none"> Identity-based jokes and 'banter' brushed off as 'it's only a joke!' Not including females in physical tasks A man constantly speaking over a woman in a meeting.
Micro insults	Rude, insensitive comments that subtly disrespect racial heritage or identity, sometimes without realising it's a hurtful thing to say.	<ul style="list-style-type: none"> 'You can't be a feminist if you're Muslim!' Not using/shortening someone's name because it's unfamiliar to you.

2. IDENTITY-BASED HARASSMENT

Any unwanted behaviour or comments related to a person's identity, which:

- Undermines respect and dignity for someone's identity.
- Makes a person feel intimidated, degraded, or humiliated because of their identity.
- Suggests someone is inferior because of their identity.
- Causes distress through using offensive, exclusionary, or inappropriate language

3. INDIRECT AND DIRECT DISCRIMINATION

Indirect discrimination - can occur when organisational ways of working disadvantage someone with a protected characteristic.

For example, holding work meetings in a pub which cannot be attended by those with certain religious faiths or disabilities, or consistently ignoring certain team members/young people because of an aspect of their identity.

Direct discrimination - can occur when there is direct action that discriminates against an individual because of their identity.

For example, not offering a trans young person a volunteer role because of their identity, providing excessive negative feedback to volunteers of colour, or excessively supervising only team members of colour and not their white counterparts.

***See Appendix B for further example behaviours across all these types of racism and identity-based discrimination.**

WHAT TO DO IF I THINK I HAVE EXPERIENCED RACISM OR IDENTITY-BASED DISCRIMINATION

Sometimes we have experiences or interactions we can't be sure are racism or identity-based discrimination. We encourage you to share any experience that doesn't feel good or right as we will support you to work through it.

We can only improve things if people tell us when things don't feel right to them, so it's a high priority for us that anyone experiencing an issue feels able to tell us in some way.

WHAT TO DO IF I THINK I HAVE WITNESSED RACISM OR IDENTITY-BASED DISCRIMINATION HAPPENING TO SOMEONE ELSE?

It may be the interaction is something you observed happening to someone else and you feel uncomfortable this kind of behaviour happens at the Ellen MacArthur Cancer Trust. We encourage you to share your concerns so there is an opportunity to support the harmed person and to explore if they would like to take any further action.

A culture of 'active allyship' and 'active bystanders' is critical to creating an environment where belonging is nurtured by all of us, and that reporting of racism or identity-based discrimination isn't the sole responsibility of only those at risk of harm to report.

HOW TO RAISE A CONCERN?

Internal team only

- Reports in line with the Grievance Procedure (can be found in EMCT Teams / EMCT Policies & Procedures/Documents/General/Policies & Procedures or on request.)

All team (including staff, volunteers, skippers and trustees) and service users (including young people we support)

- [Online reporting form](#) (option to submit anonymously) - this is monitored by the Leadership Team
- Via the Operations Manager/Skipper and/or Trip Lead on a trip
- Via the Event Lead
- Any means listed in our [Complaints Policy & Procedure](#)
- Paper forms (on trips only)

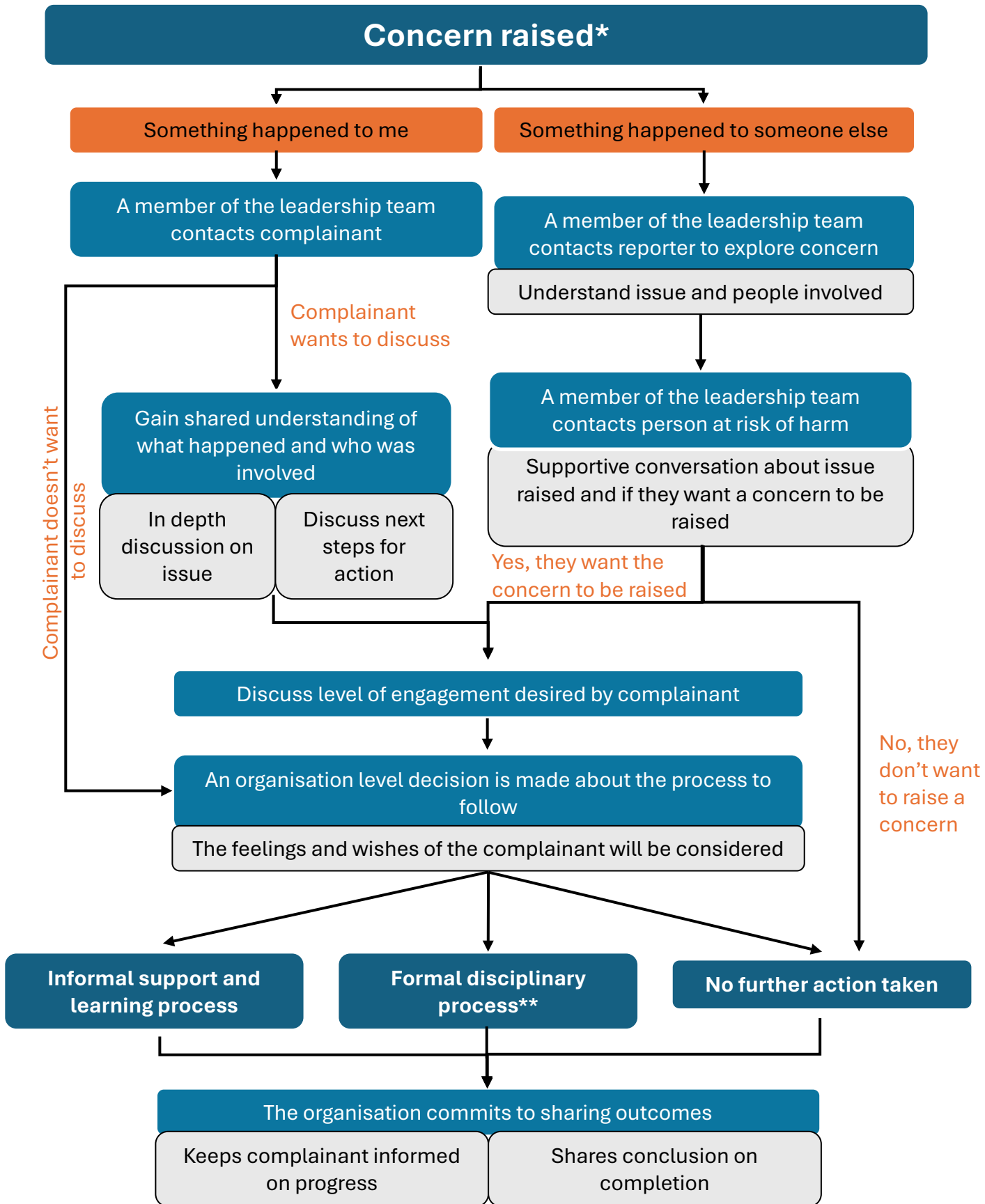
WHAT WILL HAPPEN IF I RAISE A CONCERN?

There are two ways we deal with concerns - through an **informal support and learning process** or our **formal disciplinary process** (guided by the principles of our Grievance Procedure). This applies to all full-time, seasonal and volunteer team members.

The informal support and learning process seeks to establish clarity on the type of discrimination and a shared understanding of the issue being addressed, and a learning intervention(s) with clear objectives agreed at team and/or individual level.

The formal disciplinary process will be followed when...

- the concern is considered to be gross misconduct
- a formal grievance has been raised
- the complainant does not want it dealt with informally
- intentional language is used deliberately to hurt or discriminate
- discriminatory behaviours have been repeatedly demonstrated
- if the complainant or organisation does not feel raising it informally has worked



*If the concern raised is in reference to the CEO this process will be led by the Chair of Trustees, or a Trustee appointed by the Chair.

**For agency workers, self-employed contractors and volunteers the disciplinary procedure will be used as a guide

APPENDIX A – GLOSSARY

*Sources: [Oxfam Inclusive Language Guide](#) and MHFA Inclusive Language Guide (unless otherwise stated).

Equity - making sure people get access to the same opportunity. Equity acknowledges that not everyone has the same start in life and puts measures in place to ensure fairness in outcomes for all people.

Systemic (dictionary.com) - describes what relates to or affects every part of an entire system. It is especially used to describe some phenomenon, like an illness, a social problem. Some near synonyms are structural, comprehensive, inherent, pervasive, ingrained, and extensive.

ISMs or phobias - prejudices, discrimination or hostility against a person based on an aspect of their identity, This can be led by an individual, a group, or an institution. It is typically targeted towards minority groups or marginalised people. Examples include:

Ism/Phobia	The aspect of their identity
Racism	ethnicity or race
Homophobia	people who are attracted to people of the same gender.
Transphobia	transgender people (people whose gender identity differs from their sex assigned at birth.)
Ableism	disability (discrimination in favour of non-disabled people)
Xenophobia	the country they are from
Classism	social class
Sexism	sex (typically against women)

Active Allyship - using privilege to actively support the rights of a marginalised group. It is a lifelong commitment to listening, unlearning, self-educating, and re-evaluating.

Active Bystanders ([University of Cambridge, 2023](#)) - means being aware of when someone's behaviour is inappropriate or threatening and choosing to challenge it. If you do not feel comfortable doing this directly, then get someone to help you such as a friend or someone in authority.

Rooney Rule - adopted by the NFL (professional American football league) in the United States in 2003, it is a driver to address systemic inequalities in recruitment and requires the interview pool for every vacancy to include at least one woman and one minority ethnic/underrepresented minority candidate.

APPENDIX B - FURTHER EXAMPLES OF TYPES OF RACISM AND IDENTITY-BASED DISCRIMINATION BEHAVIOURS (NOT EXHAUSTIVE).

Gender and/or Sex

- Sexual or misogynistic comments, jokes, or gestures.
- Suggestive looks, staring or leering.
- Unwelcome touching, hugging, massaging, or kissing.
- Intrusive questions about someone's private/sex life and discussing your own sex life.
- Displaying pornographic photographs, drawings, or posting comments on social media and/or sending emails with materials of a sexual nature.
- Unwanted or derogatory comments about clothing or appearance.
- Humiliating and/or offensive comments towards a pregnant employee.
- Being demoted or prevented from having training or promotion opportunities because of becoming pregnant or being on maternity leave.
- Criminal behaviour including rape, sexual assault, stalking, indecent exposure and offensive communications of a sexual nature.
- Note: an individual can experience unwanted conduct from someone of the same or different sex, and sexual conduct welcomed in the past can become unwanted.

Race

- Racially explicit derogatory statements.
- Remarking on a person's skin colour or other cultural traits.
- Discussing or using harmful racial stereotypes.
- Offensive racial jokes or 'banter'.
- Racist graffiti or the display of offensive material.
- Behaving in an offensive/dismissive way or insulting someone on the grounds of race.
- Refusing to work with someone or deliberately isolating them because of their race, colour, nationality or ethnic origin.
- Assuming the family of a Queer or Trans minority ethnic person's family is homophobic, biphobic or transphobic.

Sexual Orientation

- Unnecessary and degrading insults or references to someone's sexual orientation.
- Engaging in banter or making jokes which are degrading to a person's actual or perceived sexual orientation.
- Outing a person as lesbian, gay or bi without their permission.
- Asking a lesbian, gay or bi colleague intrusive questions about their personal life.
- Making assumptions and judgements about a colleague based on sexual orientation.
- Denying someone's lesbian, gay or bi identity.
- Assuming LGBTQ+ people can't or shouldn't be parents.
- Displaying homophobic or biphobic materials.

Trans and non-binary Identities

- Transphobic comments, jokes, name calling and spreading rumours.
- Unwanted comments on dress and/or appearance, or someone's ability to 'pass'.
- Denying someone's trans/non-binary identity or refusing to work with a person as of their affirmed gender.
- Failing to address a person by their name and correct gender pronouns.
- Denying people access to appropriate single sex facilities (eg. toilets/changing rooms).
- Refusing leave for a person who has appointments or is undergoing treatment in connection with their gender identity.

- Outing a person as trans/non-binary without consent (may be a criminal offence).
- Asking a trans or non-binary person intrusive questions about themselves.

Religion or Belief

- Mocking or deriding people because of their religious or other beliefs.
- Unwanted comments or intrusive questions on religious dress, rituals, or prayer.
- Denying or not believing someone's religion or belief.
- Stereotyping a religion or belief or making assumptions about lifestyles or interests.
- Making it unnecessarily difficult for people to conform to their religions or beliefs, for example, organising a team lunch during Ramadan.

Disability

- Derogatory remarks, mocking, mimicking, staring and/or unreasonably highlighting a person's disability.
- Asking intrusive personal questions about someone's disability or health condition.
- Ostracising an individual because they have a disability or health condition.
- Making assumptions about an individual's ability because of their impairment.
- Assuming a mental disability means a person lacks intelligence or ability.
- Assuming a disabled or neurodiverse person doesn't understand their sexual orientation or gender identity on the basis of their learning disability.
- Consistent or repeated failure to provide clearly identified facilities or requirements to support a person in performing their duties.

Cancer

- Denying experience of side effects/late effects of treatment e.g. chronic fatigue.
- Derogatory remarks, mocking, mimicking, or staring based on treatment-related appearance e.g. hair loss, changes in weight.
- Not making reasonable adjustments for cancer-related side effects.

Age

- Age related remarks, 'banter' or jokes.
- Considering someone as too young or too old for promotion.
- Making derogatory remarks or assumptions about someone's ability or competence based upon their age.
- Being ignored and/or excluded from activities because of age.
- Pressuring someone to retire.

Mental Health and wellbeing

- Not acknowledge mental ill health because a person doesn't have a clinical diagnosis.
- Denying leave for poor mental health.
- Assuming a person is attention-seeking when talking about their mental health.

Class

- Believing someone lacks intelligence because of their class.
- Mocking lack of access to material items (clothes, technology etc).
- Assuming a person's class based on their appearance.

Body size or image

- Not providing equipment that fits.
- Making unwanted comments related to body size or image, including around eating habits or exercise.