**St Gabriel’s Pimlico – The Parish House Trust**

Registered Charity Number: 1114216

**Equality, Inclusion and Diversity Policy**

The Trustees of St Gabriel’s Pimlico - The Parish House (the Trust) are committed to encouraging equality, diversity and inclusion among its workforce. We seek for our employees to be representative of all sections of society, and for employees to feel respected and able to give their best. The Trust is compliant with anti-discrimination law including the Equality Act 2010.

**Purpose**

The policy’s purpose is to ensure:

1. equality, fairness and respect for all in our employment,
2. the absence of discrimination on the grounds of any of the protected characteristics under the Equality Act 2010, ie, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation
3. there is no unlawful discrimination in respect of (but not limited to) pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

**Our values**

The TPH

1. value equality, diversity and inclusion in the workplace
2. seek to ensure a working environment 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.

**Staff**

Staff are required to read this policy. Staff are to be aware of the need to conduct themselves 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 employees, customers, suppliers and the public.

**Complaints**

The Trust takes seriously complaints of bullying, harassment, victimisation and unlawful discrimination by members of staff in the course of its activities. Complaints will be dealt with as misconduct under the Trust’s grievance and/or disciplinary procedures (these are ceteris paribus the procedures of St Gabriel’s PCC), and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may be both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

**Employment Practice**

The TPH

* 1. make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential.
	2. make appointments concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
	3. 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.
	4. 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 this policy.

Monitoring includes the assessment of how this policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Details of the Trust’s grievance and disciplinary policies and procedures can be found within the St Gabriel’s PCC’s Anti-bullying policy (o/s). This includes with whom an employee should raise a grievance – usually their line manager.

Use of the Trust’s grievance and/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.

Adopted:

Reviewed:

This policy will be reviewed every three years or in the light of changes in legislation or experience.