

EQUALITY, DIVERSITY AND INCLUSION POLICY (ED&I)

POLICY MONITORING	
Person responsible for Policy	Chief Executive
Committee responsible for Review	Board of Trustees
Policy approved	16 May 2023
Frequency of Review	Three years
Date of next Review	May 2026

1. Our Commitment

Lymphoma Action is committed to providing equal opportunities for employees, volunteers and all service users. This policy is intended to assist Lymphoma Action to put this commitment into practice. Compliance with this policy will ensure that the Charity or its employees do not commit unlawful acts of discrimination.

As an organisation we are striving to ensure that we engage with a diverse community and stakeholders by:

- Developing policies and procedures to guide strategic practice and operational processes.
- Actively seeking and valuing the contributions of a wide range of people, including those from commonly under-represented communities and groups where practical.
- Building a positive reputation for providing an inclusive culture internally and externally to improve our ability to attract and retain staff.
- Ensuring our charitable activities are as accessible as possible.

Lymphoma Action wants to ensure that the work environment is free of all forms of discrimination, and that everyone is treated with fairness, dignity and respect.

2. What do we mean by equality, diversity and inclusion?

Equality

We recognise that treating everyone in the same way does not necessarily mean that everyone is treated fairly. To ensure that we are creating equal opportunities, we recognise that people have different needs that require different responses.

Diversity

We recognise and respect that people are individuals with varied experiences, values, ways of thinking, behaviours, ways of communicating and working, all of which will create a more dynamic and innovative organisation.

Inclusion

We recognise that creating an environment where our staff, volunteers and service users feel included will help people reach their potential and help us achieve our objectives.

3. The Law

The [Equality Act \(2010\)](#) legally protects people from discrimination in the workplace. It states that it is unlawful to discriminate directly or indirectly in recruitment or employment on grounds of sex, gender reassignment, pregnancy/maternity, colour, race, nationality, ethnic or national origins, sexual orientation or religion or belief, or because someone is married or is a civil partner. It is unlawful to treat someone less favourably on grounds of disability, unless the less favourable treatment can be justified, or to fail to make reasonable adjustments to overcome barriers to employment caused by disability. It is unlawful to discriminate unjustifiably on grounds of age in relation to employment.

Some types of harassment or bullying may also constitute unlawful discrimination.

It is unlawful to victimise someone because they have alleged unlawful discrimination or supported someone to make a complaint or given evidence in relation to a complaint.

4. Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another in comparable circumstances on a prohibited ground. An example of direct sex discrimination would be refusing to employ a woman because she was pregnant. Unlike the other forms of discrimination, direct discrimination on the grounds of age can be justified for example making special provisions for older or younger workers to protect their safety or welfare.

Indirect discrimination is where a provision, criterion or practice is applied which is such that it would be to the detriment of a considerably larger proportion of the relevant group to which the individual belongs than to others, which is not objectively justifiable and which is to the individual's detriment. An example of indirect sex discrimination could be requiring everyone to work full time unless there is a good reason, unrelated to sex, as to why the particular job has to be done on a full-time basis, since requiring everyone to work full time will normally adversely affect a higher proportion of women than men.

Discrimination by association occurs when a person is treated less favourably because they are linked or associated with a protected characteristic. The person does not have the protected characteristic but they are treated less favourably than others because of a protected characteristic of a friend, spouse, partner, parent or another person with whom they are associated. An example of this would be refusing a child a place at their local playgroup because the management committee knows that their sibling has cerebral palsy. They operate a policy of automatically offering places to siblings and they are concerned that looking after the sibling with cerebral palsy would take too much time. This is direct discrimination against the first child because of their association with their sibling.

Perception discrimination Discrimination by perception happens when a person is discriminated against because they are thought to have a particular protected characteristic when in fact they do not. An example of this would be discriminating against a colleague because you think that they are transgender when in fact they are not.

Harassment is where there is unwanted conduct related to one of the prohibited grounds which has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person, or is reasonably considered by that person to have the effect of violating his or her dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for him or her, even if this effect was not intended by the person responsible for the conduct. Failure to make reasonable adjustments is where arrangements disadvantage an individual because of a disability and reasonable adjustments are not made to overcome the disadvantage.

Victimisation is where someone is treated less favourably than others because they have alleged unlawful discrimination or supported someone to make a complaint or given evidence in relation to a complaint.

5. Equal Opportunities in Employment

Lymphoma Action will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where legitimate.

Lymphoma Action will comply with its obligations in relation to statutory requests for contract variations. Lymphoma Action will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Lymphoma Action cannot lawfully discriminate in the selection of employees for recruitment or promotion, but Lymphoma Action may use appropriate lawful methods, including lawful positive action, to address the under-representation of any group which Lymphoma Action identifies as being under-represented in particular types of job.

Lymphoma Action wants to ensure that staff and volunteers feel:

- valued and supported through good management
- have meaningful and interesting jobs with the freedom to make decisions
- are able to influence the way we work and the services we deliver.

Lymphoma Action aims to achieve the above by:

- Using insight from our staff to understand their needs and preferences in order to create an environment where people are valued, supported and perform to the best of their abilities.
- Having a robust framework in order to attract people from a diverse talent pool and protect and retain our diverse staff.
- Giving staff the knowledge and skills they need to understand ED&I and the freedom to decide on how to best meet needs of our service users, customers and staff.

6. Equal Opportunities for Volunteers

Lymphoma Action welcomes applications from volunteers from a wide range of ages, backgrounds, abilities and disabilities within our community and will consider all applications on the basis of skills and experience and the requirements of the Charity, in accordance with normal recruitment and selection practice. Lymphoma Action will aim to make reasonable adjustments to accommodate individual needs.

7. Equal opportunities for people affected by lymphoma, healthcare professionals and other service users

Lymphoma Action aims to work with service users from a wide range of ages and backgrounds within our community.

- Lymphoma Action aims for all our service users to feel they are treated as individuals
- For all service users to know their requests are dealt with quickly and effectively.

Lymphoma Action aims to do this by:

- Using insight about our service users to understand the individual needs, choice and preferences and tailoring our services in response.
- Making all of our support, information and other services accessible and responsive for all service users to improve satisfaction and achieve value for money, ensuring a 'right first time' approach to all service delivery.

8. People not employed by Lymphoma Action

Lymphoma Action expects all people associated with the organisation and its services to treat everyone with respect and work within its policies of ED&I, valuing all people.

Employees, volunteers and everyone associated with the Charity should report any actual or suspected discriminatory behaviour by service users, suppliers, visitors or others to their manager or the Senior Management Team who will take appropriate action.

9. Training

Lymphoma Action will provide training in the principles of equality, diversity and inclusion to managers and others likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

10. Managers' responsibilities

Overall responsibility for overseeing this policy rests with the Senior Management Team. The Chief Executive is responsible for ensuring that Lymphoma Action complies with equalities legislation, and promotes equality of opportunity, appreciation of diversity, and all staff inclusion across the organisation.

Managers are responsible for developing an open and inclusive culture in which staff feel able and encouraged to report any incidents of discrimination, harassment and bullying in the workplace. Managers are expected to actively support staff making a complaint and ensure that any such

allegations are fully and thoroughly investigated and dealt with appropriately using the relevant Lymphoma Action policies.

Managers will be responsible for ensuring that awareness is raised with third parties that harassment will not be tolerated and that complaints from staff will be investigated and action taken against offenders found guilty of harassment as appropriate to protect staff from further occurrences.

Managers will be responsible for setting a high standard for equality and diversity in the workplace, and for ensuring that all staff are aware of the requirements.

11. Your Responsibilities

Every employee and volunteer is required to assist Lymphoma Action to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination.

Employees can be held personally liable as well as, or instead of, Lymphoma Action for any act of unlawful discrimination. Employees who commit serious acts of discrimination may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under Lymphoma Action's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

12. Grievances

If you consider that you may have been unlawfully discriminated against, you may use the Charity's Grievance Procedure to make a complaint. Lymphoma Action will take any complaint seriously and will seek to resolve any grievance which it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

13. Record Keeping

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the General Data Protection Regulations that came into force in 2018.

14. Other Related Lymphoma Action Policies and Procedures

- Grievance and Disciplinary procedures.
- Transitioning at work policy

15. Policy owner

This policy is owned by the Chief Executive and maintained by the HR & Governance Officer.