

Equality, Diversity and Inclusion Policy

Policy Statement

Tenovus Cancer Care is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. This policy is intended to assist putting this commitment into practice.

The aim is for our workforce to be truly representative of all sections of society, and for each employee and volunteer to feel respected and able to give their best.

The charity in providing services and goods is also committed against unlawful discrimination of service users, beneficiaries, customers or the public.

Who is responsible for this policy?

Our Trustees have overall responsibility for the effective operation of this policy but has delegated day-to-day responsibility for overseeing its implementation to the Leadership Team.

All managers, and staff have a specific responsibility to operate within the boundaries of this policy and to ensure that all staff, volunteers and persons understand its purpose. All managers and staff will be given training in order that they may do so.

Staff are invited to comment on this policy and suggest ways in which it might be improved by contacting the People and Development Team people@tenovuscancercare.org.uk

What is Equality, Diversity and Inclusion?

Equality

Equality is enshrined in the Equality Act 2010 which highlights that every individual must have an equal opportunity to make the most of their lives and talents.

It is also the belief that no one should have poorer life chances because of the way they were born, where they come from, what they believe, or whether they have a disability.

There are 9 protected characteristics defined by the Equality Act 2010:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation

There are other non-protected characteristics that may be relevant to equality such as the place you are from, socioeconomic class or political views which are not covered by the Equality Act 2010 but may still lead to discrimination, harassment or bullying.

Under the Equality Act 2010 discrimination can come in one of the following forms:

- Direct discrimination – treating someone with a protected characteristic less favourably than others (whether or not the characteristic is true or not)
- Indirect discrimination – putting rules or arrangements in place that apply to everybody but put somebody with a protected characteristic at an unfair disadvantage
- Harassment – unwanted behaviour linked to a protected characteristic that violates someone's dignity or creates an offensive environment for them
- Victimisation – treating someone unfairly because they have complained about discrimination or harassment
- Associative discrimination – treating someone unfairly because someone they know or someone they are associated with has a protected characteristic under the Equality Act 2010
- Perceptive discrimination – treating an individual unfairly because it is believed that have a certain characteristic under the Equality Act 2010 whether or not it is true
- Third-party harassment – refers to harassment of an employee by someone who is not employed by the same employer as them

Diversity

The Charity recognises and celebrates that everyone is different in a variety of visible and non-visible ways.

Diversity is about recognising, valuing and taking account of people's different backgrounds, knowledge and experience. Diverse workforces are beneficial for decision making, innovation and problem solving as people bring a diverse range of backgrounds and experiences with them.

They may include, but are not limited to, differences protected by equalities law.

Inclusion

Inclusion is simply the practice of including people in a way that values everybody's differences, that is fair for all, enables and empowers each person to achieve their full potential and thrive in work.

An inclusive workplace culture is one in which everyone feels that they belong through feeling safe in being themselves, that their contribution matters, policies and practices are fair and a diverse range of people are supported to work together effectively.

What is Intersectionality

Within the EDI paradigm, intersectionality is the concept for understanding how aspects of a person's identity or characteristics that can combine to create different and multiple types of discrimination. These may or not be protected characteristics as covered by the Equality Act

2010. It identifies multiple factors of advantage and disadvantage that can either be empowering or oppressing.

The Charity commits to:

- Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense
- Create 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.
- All employment decisions, including recruitment, hiring, promotions, training opportunities, compensation, and benefits, will be based on merit, qualifications, and job-related criteria, free from any bias or discrimination.
- Attracting and hiring a diverse workforce. Efforts will be made to ensure job advertisements, interview panels, and candidate evaluation processes are inclusive and unbiased. Recruitment strategies will aim to attract candidates from underrepresented groups and diverse backgrounds, ensuring equal access to opportunities and addressing systemic barriers.
- Providing diversity, equality and inclusion training to all employees, including managers and supervisors, to promote understanding and awareness of intersectionality and equality.
 - Equality, diversity and inclusion training will be integral to the induction programme and mandatory management training will be given by Tenovus Cancer Care.
 - Training programs will address unconscious bias, cultural competency, and respectful workplace practices to create an environment that values and respects diverse perspectives and experiences.
 - 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
- A variety of communication methods will be used to keep all Tenovus Cancer Care staff informed of news, initiatives and developments in relation to equality, diversity and inclusion.
 - The aim shall be to engage all staff to foster an environment where relevant issues can be discussed openly.
- We will regularly review compensation practices to ensure fair and equitable pay for all employees, regardless of their protected characteristics and intersecting identities.
 - Transparent pay structures and promotion criteria will be implemented to minimise biases and create a transparent and fair compensation system.

- Providing flexible work arrangements that accommodate the diverse needs and responsibilities of employees with protected characteristics.
 - This includes accommodating family obligations, caregiving responsibilities, religious practices, and other personal needs within the framework of business requirements.
- 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 the equality, diversity and inclusion policy.
 - Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Allegations of unlawful discrimination, harassment and victimisation

We have a zero tolerance for discrimination, bullying and harassment. (We have a separate anti-harassment and bullying policy). All staff are actively encouraged to report discriminatory behaviour to either their Line Manager, the People and Development Team, or Leadership Team. Complaints can be made on behalf of a third person.

All complaints will be treated seriously whether the complaint is made by an employee, volunteer, customer, beneficiary or any other person in the course of the charity's activities. Written records will be kept and maintained at all stages.

Such acts will be dealt with as misconduct under the organisation's grievance or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to 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.

Any breach of this policy by a third party (e.g. a contractor) will result in that third party's employer being contacted and formal complaint made using the employer's procedures.

Working Group

Tenovus Cancer Care have worked closely with Diverse Cymru and developed a working group consisting of Tenovus Cancer Care employees who represent and support employees with protected characteristics and intersecting identities.

The working group will serve as platforms for networking, advocacy, and support, fostering a sense of belonging and providing opportunities for employees to address concerns and contribute to an inclusive workplace.

If you have any suggestions or would like to join the working group please get in touch with Hannah O Mahoney

Compliance

All employees are expected to comply with this policy and contribute to creating an inclusive and respectful workplace.