



Equal Opportunities & Diversity Policy

TRBC is committed to the promotion of equality of opportunity in all fields of its activity in accordance with this policy statement.

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Section A - Equal opportunities and diversity policy

1 Statement of equal opportunities employment policy

- 1.1 TRBC is committed to the promotion of equality of opportunity in all fields of its activity in accordance with this policy statement. TRBC recognises the value of equal opportunities and seeks, wherever possible, to follow the guidelines drawn up by relevant statutory bodies.

2 Definitions

- 2.1 'Protected Characteristic' refers to sex, sexual orientation, colour, race, nationality or ethnic or national origins, marriage and civil partnership, pregnancy and maternity, disability, age, gender reassignment or religion and belief.
- 2.2 'Direct Discrimination' is where a person is treated less favourably than others are, or would be, for a reason related to one or more of the 'Protected Characteristics'.
- 2.3 'Indirect discrimination' occurs where an individual is subject to a provision, criterion or practice which one protected group finds more difficult to comply with than another (even though on the face of it the provision is neutral).

3 Policy statement

- 3.1 TRBC is an equal opportunities employer and will seek to ensure that every job applicant and employee has the right not be treated less favourably as a result of one or more Protected Characteristics except in relation to religious belief where being a Christian or complying with a requirement related to religious belief is an occupational requirement having regard to the ethos of TRBC and the nature of the employment or the context in which it is carried out.

4 Equal opportunities statement

- 4.1 This equal opportunities statement and equal opportunities policy reflect both the mission and purpose of TRBC and the spirit and intentions of legislation which prohibits discrimination.
- 4.2 TRBC will not unlawfully discriminate or subject any individual (job applicant or staff member) to less favourable treatment.
- 4.3 TRBC aims to ensure that people with disabilities are given equal opportunity to enter employment. In so doing, it will fully consider making reasonable adjustments to working practices, equipment and premises to ensure that a disabled person is not put at a substantial disadvantage due to their disability. In addition, when staff members become disabled whilst employed, every effort will be made through reasonable adjustment, retraining or redeployment to enable them to remain in the employment of TRBC.
- 4.4 After considering any genuine occupational requirement, entry into employment and promotion or change of post within TRBC are determined by personal merit and ability, relevant to the mission and purpose of TRBC.
- 4.5 It is the responsibility of every individual, both staff and volunteer, to eliminate discrimination by ensuring the practical application of the equal opportunities policy and reporting concerns about any possible breach of this policy to the Trustees.
- 4.6 All allegations of discrimination (including bullying or harassment) will be treated seriously. Complaints or allegations of an unfounded or malicious nature will also be treated as serious and may involve using the disciplinary procedure.

Section B - Implementation

5 Application of policy

- 5.1 This policy applies to the advertising of jobs, recruitment and selection, training, conditions of work, pay and to every other aspect of employment. Those involved in recruitment should request training if they have any doubt about the application of this policy.
- 5.2 The policy also applies equally to the treatment of worshippers, visitors or suppliers. Any concern related to the unequal treatment of worshippers, visitors or suppliers should be directed to the Trustees.
- 5.3 Equal opportunity is about ensuring good employment practices. Every Trustee and employee has personal responsibility for implementing the policy. Any instance of doubt about the application of this policy, or other questions, should be directed to the Trustees.

6 Links to other policies and procedures

- 6.1 Any member of staff may use the grievance procedure¹ to complain about discriminatory conduct. If the matter relates to unlawful harassment, then the grievance may be raised directly with the Trustees. TRBC is concerned to ensure that staff feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is unfounded and made in bad faith.
- 6.2 Any employee who unlawfully harasses any other employee in the course of their employment will be subject to TRBC's disciplinary procedure². In serious cases, such behaviour will be deemed to constitute gross misconduct and, as such, could result in summary dismissal in the absence of mitigating circumstances.

7 Working in the community

- 7.1 In working within the community and in offering services, activities and facilities to the community TRBC will:
 - a) Ensure that they are accessible and provided fairly to people who seek our help.
 - b) Make sure that all service users are treated with dignity and respect, and that we recognise and value people's differences.
 - c) Make sure that any complaints procedures are easy to use, and that we respond to complaints efficiently and promptly.

8 Working conditions - disabled access

- 8.1 TRBC has disabled access to its premises and will respond positively to requests made by employees for specific aids and adaptations that are needed to enable them to do their jobs.

9 Use of language

- 9.1 Staff will avoid and challenge the use of language which belittles or demeans others. Where the language used has a personal impact on others, and it has been made clear to the person concerned that their use of such language is unwelcome and/or offensive, disciplinary action may be taken.

10 Bullying and harassment

- 10.1 No one should be the subject of bullying or other forms of harassment. Harassment is unwanted/inappropriate behaviour including:

¹ BU guide L08 Employment Annex 7.

² BU guide L08 Employment Annex 6.

- a) Verbal abuse, including belittling or 'putting people down' in front of others;
 - b) Unwanted and unwarranted physical contact;
 - c) Repeated remarks which an individual finds offensive;
 - d) 'stalking' behaviours, e.g. unwanted telephone calls, uninvited calls to someone's home/workplace etc.;
 - e) Sexual/racial or disability innuendo or other forms of inappropriate physical contact including sexual abuse.
- 10.2 If it has been made clear to the person concerned that their behaviour is unwelcome and they persist with it, then the recipient of the behaviour will be entitled to make a formal complaint.

Section C - Version control

Version	Comment	Date	Approved by
v0.1	Initial draft	21/07/2020	
v0.2	Moved into standard template with revisions	21/05/2024	
v1.0	First approved version	21/05/2024	Trustees