

CTST Equal Opportunities Policy

Background

CTST has an equal opportunities policy covering both how its services are provided and the way its staff are recruited, selected and subsequently treated.

Policy Statement

As well as accepting our legal responsibilities, we are committed to principles of social justice and are opposed to any form of discrimination and oppression. Our policy will apply to all those who come into contact with us; namely, those who presently use our services; other agencies and professionals; employees and job applicants; volunteers and the general public.

Rationale

CTST recognises that, in our society, there is discrimination against groups and individuals. CTST believes that everyone has the right to defence from various prejudices. The Equality Act 2010 singles out nine characteristics to protect: these are race, religion or belief, sex, sexuality, age, disability, marriage and civil partnership, pregnancy/maternity, and gender reassignment. We aim to ensure that no-one is treated less favourably on these grounds.

The aim of this policy is to ensure that

- 1) The recruitment, selection and training of individuals are based solely on criteria of merit and ability, and therefore no individual will be discriminated against.

Therefore, we aim to ensure that:

- When applying for employment, all job applicants are considered with regard to their individual aptitudes and abilities in relation to the job as stated in the job description and person specification.
- All persons who participate in shortlisting, interviewing and selection processes should be advised/guided in all aspects of recruitment and selection and in Equal Opportunities issues.
- All employees and volunteers have an equal chance to contribute and achieve their potential irrespective of any defining feature that may give rise to unfair discrimination.
- Any breaches of our Equal Opportunities Statement by staff or volunteers will not be tolerated and action will be taken; for example, bullying, harassment or victimisation (*see below*).
- Advice is available to anyone who feels that they have been the victim of discrimination and that suitable avenues for comment and complaint are made available to them.

- 2) Anyone seeking to use CTST services should be treated fairly and without bias. However, we recognise that groups and individuals can be discriminated against

both directly and indirectly in the way that services are planned, organised and delivered. We wish to ensure that services are made widely available, and are delivered in a fair and non-discriminatory manner. In the spirit of partnership, we believe that people who use CTST's services should also be mindful of these principles in their dealings with others.

Below is an explanation of some of these terms.

Direct discrimination

This is when you are treated worse than another person or other people because:

- you have a protected characteristic
- someone thinks you have that protected characteristic (known as *discrimination by perception*)
- you are connected to someone with that protected characteristic (known as *discrimination by association*)

If you have been treated worse due to your age, this may be allowed if the organisation or employer can show that there was a good reason for the difference in treatment. If you are treated worse due to any other protected characteristic, it is unlawful direct discrimination whether or not the organisation or employer has a reason for it.

Indirect discrimination

Indirect discrimination happens when there is a policy (such as a practice, a rule or an arrangement) that applies in the same way for everybody but disadvantages a group of people who share a protected characteristic, and you are disadvantaged as part of this group. If this happens, CTST must show that there is a good reason for it - in which case it is not indirect discrimination.

Bullying and harassment

This is behaviour that makes someone feel intimidated or offended, such as:

- spreading malicious rumours
- unfair treatment
- picking on or regularly undermining someone
- denying someone's training or promotion opportunities

Bullying and harassment can happen face-to-face, by letter, by email, tweet or by phone. Bullying itself is not against the law, but harassment is. This is when the unwanted behaviour is related to one of the protected characteristics outlined above. The unwanted behaviour must have the purpose or effect of violating your dignity, or creating a degrading, humiliating, hostile, intimidating or offensive environment for you; for example, in the workplace or when you are receiving goods or services.

If you experience bullying or harassment, try sorting out the problem informally at first. If this does not work, talk to your manager/Executive Lead. If still unsuccessful, you can make a formal complaint using CTST's *Grievance Procedure*. The Designated Trustee with overall responsibility for Equal Opportunities is

Victimisation

This is treating someone badly because they have done a 'protected act', or because someone believes that you have done or are going to do a protected act. The reason for the treatment does not need to be linked to a protected characteristic.

A 'protected act' is:

- making a claim or complaint of discrimination (under the Equality Act 2010)
- helping someone else to make a claim by giving evidence or information
- making an allegation that you or someone else has breached the Equality Act
- doing anything else in connection with the Equality Act 2010

How we will do this

Race

We will aspire to reflect the racial and cultural diversity of our communities through:

- challenging racial stereotypes
- understanding, respecting and valuing different racial and cultural backgrounds and perspectives.

Religion or Belief

People are treated fairly in the workplace irrespective of their religious beliefs and practices or political opinions by recognising individuals' freedom of belief and right to protection from intolerance and persecution.

Age

Age diversity within the workforce is promoted and valued through:

- challenging age stereotyping
- recognising the benefits of a mixed-age workforce.

Disability

The abilities of disabled people are recognised and valued at all levels of the organisation through:

- focusing on what people can do rather than on what they cannot
- challenging stereotypes about people with disabilities
- making appropriate adjustments in the workplace to help people with disabilities achieve their full career potential.

Marriage/civil partnership

People are treated fairly and equally in the workplace irrespective of their marital, civil partnership or family status.

Sex

Women and men are fully and properly represented and rewarded for their contribution at all levels of the organisation through:

- challenging gender stereotypes
- supporting employees in balancing their life at work and at home

Sexuality

People are treated fairly in the workplace irrespective of their sexuality through:

- respecting different lifestyles
- challenging negative stereotypical views.

Gender reassignment

People who plan to undergo, are undergoing, or have undergone gender re-assignment are protected against all forms of discrimination and harassment. CTST will take positive steps to support a trans-gender person and ensure they are treated with dignity and respect.

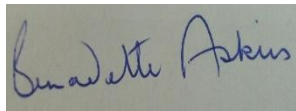
Pregnancy/maternity

We will support employees who become pregnant and take active steps to facilitate their return to work after maternity leave.

We all have a responsibility to embrace and support this vision and policy, and must continue to challenge behaviour and attitudes that prevent us from achieving this.

Statement agreed on January 4th 2022

Board Chair

A handwritten signature in blue ink, reading "Benadette Askins", is displayed on a light-colored rectangular background.