



Equality and Diversity Policy

Policy Statement

Spirit is an equal opportunity employer and is fully committed to fair and equal treatment of all employees, job applicants, customers, suppliers and visitors. We believe that everyone should have equal rights and we recognise and respect diversity.

This policy relates to all aspects of employment, including individual standards of behaviour, the advertisement of jobs, recruitment and selection, training and development, appraisal.

Spirit aims to create a friendly and inclusive environment where everyone feels valued, and where their skills and competencies are fully recognised and used.

Policy Guidelines

1. Spirit will take all reasonable steps to:
 - ✦ Recruit, train and promote on the basis of experience, abilities and qualifications irrespective of any protected characteristic under the Equality Act 2010 (race, including colour, nationality, ethnic or national origin and caste; religion or belief; disability; sex; sexual orientation; pregnancy or maternity; gender reassignment; marriage or civil partnership; and age).
 - ✦ Provide a work environment where all staff are treated with friendliness, respect and dignity, free from harassment based upon any of the above
 - ✦ Keep information about staff declared protected characteristics confidential and secure
2. Spirit will also promote equality, diversity and dignity in our grant making processes and dealings with stakeholders and grantees, as outlined in our grant-making policy.
3. Spirit will ensure that all policies and procedures are viewed through an equality, diversity and inclusion lens so that terms are fair to all.
4. Spirit will not tolerate any form of harassment, whether by staff or by external partners who do business with us. All of us have a part to play in helping Spirit to ensure equal opportunities and diversity and to prevent discrimination, harassment and bullying.

5. In line with Spirit's Disciplinary Policy and Procedure we will take action against anyone found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation. Serious breaches will be treated as gross misconduct and could lead to immediate dismissal. Bear in mind that you can be held personally liable for any act of unlawful discrimination and that serious acts of harassment may also be a criminal offence.
6. If you think you see discriminatory acts or practices or suspect cases of harassment you should tell your line manager or the Chief Executive. You must not victimise or retaliate against any colleague who has made allegations or complaints implicating you in any discrimination or harassment or who has given information about such discrimination or harassment. For further guidance see Spirit's Bullying & Harassment Policy.

Recruitment, Advertising and Selection

7. Spirit designs each recruitment process to select the most suitable people for our jobs, based on relevant experience, competencies, skills and qualifications. Our commitment to equality and diversity applies at all stages of recruitment. Please refer to the Recruitment Policy for details.

Training and Promotion

8. All staff will be trained in Equality, Diversity and Inclusion. All staff are expected to champion equal opportunity. We will advertise promotion opportunities internally and/or externally.

Equal Pay

9. Spirit pays staff according to a grading system which has been agreed by Board and is transparent to all. Pay grades and the allocation of staff roles to grades will be reviewed annually by the Finance, Investment and Resources Committee.

Monitoring Equal Opportunity and Dignity at Work

10. Spirit will monitor selection decisions, personnel and pay practices and procedures, to assess whether equal opportunity and dignity at work are integral to our culture as they should be. We will look for any indirectly discriminatory effects of the way we operate and make changes if there are shortcomings. We recognise the need to make reasonable adjustments to working practices to overcome barriers for disabled people. Please refer to the *Reasonable Adjustments Policy* for more details.

Monitoring and Review of this policy

11. We will review this policy once every three years, or if an issue arises that requires us to amend it for example change to relevant legislation. We will make employees aware of the policy on recruitment and hold refresher training annually so all staff know what to do if an issue arises.