



Equality, diversity and inclusion policy
For
Cure Myotonic Dystrophy UK Charity (CDM)

CureDM recognises the value of a diverse workforce is committed to encouraging equality, diversity, and inclusion within our organisation, and eliminating unlawful discrimination.

Purpose

The policy is intended to assist CureDM to put this commitment into practice and applies to all stakeholders including:

- community members
- volunteers
- trustees
- employees
- all charity representatives

This policy's purpose is to avoid unlawful discrimination in all aspects by providing equality, fairness, and respect for all. Compliance with this policy should also ensure that trustees/volunteers do not commit unlawful acts of discrimination, against the Equality Act 2010 protected characteristics of:

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

CureDM will oppose and avoid all forms of unlawful discrimination including:

- pay and benefits
- terms and conditions of employment
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents
- requests for flexible working
- selection for employment, promotion, training or other developmental opportunities

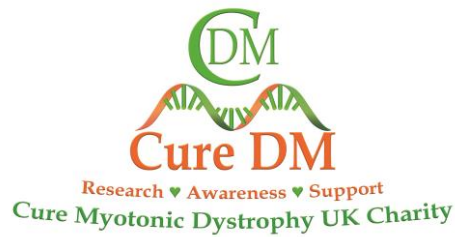
Commitments

We aim is to have an organisation which is fully representative of all sections of society and that every person feels respected and able to give their best. We strive to ensure that every trustee/volunteer has a working environment that promotes dignity and respect, and individual differences and contributions are recognised and valued. The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

Our responsibilities include:

- training managers and all other employees about their rights and responsibilities under the equality, diversity, and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities, and prevent bullying, harassment, victimisation, and unlawful discrimination.
- all employees/volunteers and charity representatives being made aware that they, as well as CureDM, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, whilst representing the charity, against fellow employees, customers, suppliers and the public.
- taking seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others during the organisation's work activities.
- dealing with acts of misconduct under the organisation's grievance and/or disciplinary procedures and taking appropriate action.
- making opportunities for training, development, and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- making decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- reviewing employment practices and procedures when necessary to ensure fairness and updating them and the policy to take account of changes in the law.
- monitoring and meeting the aims and commitments set out in the equality, diversity, and inclusion policy. This will 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.
- Limiting person and job specifications to those requirements that are necessary for the effective performance of the job.
- assessed candidates for employment or promotion objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability.
- ensuring disability, personal or home commitments do not form the basis of employment decisions except where necessary.
- considering any possible indirect discriminatory effect of its standard working practices. This includes the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the organisation considers it has good reasons, unrelated to any protected characteristic, for doing so.
- complying with obligations in relation to statutory requests for contract variations.
- making reasonable adjustments to its standard working practices where possible to accommodate disabled employees.
- encouraging staff members/volunteers to inform the trustees if they consider themselves to have a disability in order for adjustments to be explored.
- accommodating cultural or religious practices such as prayer requirements where we reasonably can.

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.



Implementation

It is the responsibility of the trustees to ensure that all stakeholders are aware and understand this policy and any subsequent revisions to the guidance. This policy will be monitored periodically by CureDM to judge its effectiveness and will be updated in accordance with changes in the law. If changes are required, we will implement them

Terms of reference

- Equality Act 2010 - Legally protects people from discrimination.
- Direct Discrimination - Treating one person less favourably than another, because of, for example race or gender.
- Indirect Discrimination - Creating a condition or requirement which cannot be shown to be justifiable and which in practice precludes certain groups from being considered.
- Associative Discrimination - Is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.
- Perceptive Discrimination - Is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.
- Victimisation - Occurs where an employee is subjected to a detriment, such as being denied a training opportunity.
- Failure to make reasonable adjustments - Is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that disability.
- Bullying & Harassment - Occurs in cases where a member or staff is subject to abuse or unfair treatment by another person.

Grievances

If you consider that you may have been unlawfully discriminated against, you may make a complaint. 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.