

Equality and Diversity Policy

This policy permeates all aspects of Sarcoma UK's work, in relation to our actions and attitudes towards colleagues, consultants, temporary workers, and all others associated with our work. This policy covers all members of staff at Sarcoma UK including employees (whether permanent or fixed term) and consultants.

Under The Equality Act, individuals are protected against discrimination on the following grounds: age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity. Sarcoma UK is committed to promoting equal opportunities in employment. No individual or group should receive less favourable treatment on any of these grounds.

The following forms of discrimination are prohibited under this policy and are unlawful:

- **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views.
- **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.
- **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-harassment and Bullying Policy.
- **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.

Responsibilities

All Sarcoma UK employees are responsible for implementing this policy in their work.

Recruitment

Recruitment procedures embody the principles of this policy and the details are set out in the Recruitment and Selection procedure.

Training and Development

Training and development opportunities are open to all staff, and will be provided in order to support them to fulfil their roles. See Training and Development Policy in the staff handbook.

Promotion Opportunities

Vacancies will normally be advertised internally and externally and are open to all to apply.

Pay

Sarcoma UK operates a policy of equal pay for work of equal value.

Monitoring and Review

This policy will be reviewed as new legislation comes into force. The effectiveness of this policy will be monitored on an annual basis through analysis of the profile of the staff team and their positions in the organisation, showing a breakdown of ethnicity, gender, age and disability status. As a result of this profile information, Sarcoma UK's Director of Finance and Resources will prepare a report for consideration by the Board, including recommendations for action.

Failure to comply

Failure to follow this policy in all aspects of work with the organisation will be considered a very serious matter and the Disciplinary policy may be used.