

Equality, Diversity and Inclusion Policy

Policy title: Equality, Diversity and Inclusion Policy

Organisation: Kiran's Trust

Applies to: All beneficiaries, all staff, volunteers, trustees/board members, contractors, and anyone representing Kiran's Trust.

Effective from: January 2026 | Review date: January 2027

Kiran's Trust (the organisation) is committed to encouraging equality, diversity and inclusion among our staff and those who benefit from the Trust.

The aim is for our staff to be truly representative of all sections of society and our customers, and for each person to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

Our policy's purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our staff and volunteers, whether temporary, part-time or full-time
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity

- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation

3. Oppose and avoid all forms of unlawful discrimination. This includes in:

- remuneration benefits
- terms and conditions of volunteering
- dealing with grievances and discipline
- dismissal
- selection for training or other developmental opportunities

Our commitments

The Kiran's Trust commits to:

1. Encourage equality, diversity and inclusion in the all our workspaces and spheres of influence as they are good practice and make business sense
2. Create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff and volunteers are recognised...and valued.

This commitment includes understanding everyone's rights and responsibilities under the equality, diversity and inclusion act.

Responsibilities include staff and volunteers conducting themselves to help the organisation provide equal opportunities to prevent bullying,

harassment, victimisation and unlawful discrimination.

All staff and volunteers should understand they, as well as their organisation, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow volunteers, customers, suppliers and the public

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow staff and volunteers, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

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.

4. Make opportunities for training, development and progress available to all staff and volunteers, 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.

5. Make decisions concerning staff and volunteers being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

7. Monitor the make-up of the staff and volunteers regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in this equality, diversity and inclusion policy.

Monitoring will also 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.

Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by the Trustees/Board and has will be agreed upon on any hiring process.

Our disciplinary and grievance procedures

Details of the organisation's grievance and disciplinary policies and procedures is under development. This will include with whom an volunteer should raise a grievance – usually their line manager.

Use of the organisation's grievance or disciplinary procedures does not affect an volunteers's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Policy review and approval
Approved by: J A Martin, Director
Date approved: January 2026
Review date: January 2027