



## C J Gallard's Almshouses

Registered charity number: 209787

# Equality and Diversity Policy

## 1 Statement of Policy

- 1.1 The trustees of C J Gallard's Almshouses (the **Charity**) are committed to promoting equality and diversity within the Charity's policies, practices and procedures.
- 1.2 The Charity and its trustees will treat all individuals equally regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (**Protected Characteristics**).
- 1.3 The trustees of the Charity recognise our responsibilities under the Equality Act 2010 (see the Appendix). This applies to all aspects of the Charity's work and is promoted through the following values:
  - Openness by encouraging and supporting new ideas that will improve the service that we provide.
  - Showing respect towards each other and those we interact with.
  - Honesty by working in an ethical way.
  - Caring with dignity and respect for the individual.
  - Supporting individuals to develop equality and diversity awareness and understanding.

## 2 Discrimination

- 2.1 The trustees will not accept discrimination or harassment by or against those who work with, are supported by, volunteer for or interact with the Charity in its activities.
- 2.2 The Charity is restricted under its governing documents to only provide almshouse accommodation for married couples and single men and single women, of limited means and of good character, who are not less than 55 years of age and who have resided in the Borough of Tunbridge Wells in Kent, with priority given to applicants from Southborough. Subject only to this restriction, the trustees do not discriminate or treat individuals less favourably because of any Protected Characteristics.
- 2.3 The Charity does not discriminate on the grounds of disability and will, where possible, take all reasonable measures to accommodate the needs of residents,



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staff and volunteers with disabilities, subject to the limitations of the accommodation available and the resources of the Charity.

- 2.4 The appointment of residents to the almshouse accommodation and the recruitment of employees will always be conducted on the basis of merit, against objective criteria that avoid discrimination.
- 2.5 This policy relates to all residents, trustees, staff, volunteers and visitors. Every person who interacts with the Charity should feel equally welcome.

### 3 Implementation of the policy

- 3.1 The trustees of the Charity are ultimately responsible for ensuring that the policy is implemented.
- 3.2 The Charity has designated **[Name of individual]** as the person who takes lead responsibility for equality and diversity. Contact details are: **[contact details]**

### 4 Breaches of the policy

- 4.1 The trustees of the Charity will not tolerate discrimination or harassment of any kind. Complaints of discrimination or harassment will be taken seriously and investigated.
- 4.2 Any individual(s) who feel that they have suffered or witnessed any form of discrimination should follow the Charity's complaints procedure as set out in the Complaints Policy.

### 5 Related policies and procedures

This policy does not work in isolation and should be read in conjunction with:

- Residents' individual Letters of Appointment
- Safeguarding Policy
- Resident Handbook
- Staff Recruitment
- Trustee Recruitment
- Volunteer Recruitment
- Complaints Policy

### 6 This policy has been approved for issue by the board of trustees:

Signature: .....

Name: .....

Date: .....



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### Appendix

The Equality Act 2010 includes an exception for charities. This allows charities under certain circumstances to restrict benefits to people with a particular Protected Characteristic (but not a group defined by colour) if the restriction already appears in the charity's governing document.

#### Equality Act 2010 – Definitions

**Age:** An age group includes people of the same age and people of a particular range of ages. Where people fall in the same age group they share the protected characteristic of age.

**Disability:** A person has a disability if they have a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

**Gender reassignment:** A person has the protected characteristic of gender reassignment if the person is proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex.

**Marriage and civil partnership:** A person has the protected characteristic of marriage and civil partnership if the person is married or is a civil partner.

**Pregnancy and maternity:** Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

**Race including colour, nationality, ethnic or national origin:** A race can mean a person's colour, or nationality (including your citizenship). It can also mean a person's ethnic or national origins, which may not be the same as their current nationality.

**Religion or belief:** Religion means any religion and a reference to religion includes a reference to a lack of religion. A religion must have a clear structure and belief system. Denominations or sects within a religion can be considered to be a religion or belief, such as Protestants and Catholics within Christianity.



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**Sexual Orientation:** A person has the protected characteristics if they are heterosexual, gay, lesbian or bisexual or if they are perceived to have a particular sexual orientation or a person is connected to someone who has a particular sexual orientation.

**Sex:** People having the protected characteristic of sex being a man or a woman, and that men share this characteristic with other men, and women with other women.

<https://www.gov.uk/government/publications/equality-act-guidance-for-charities>

<https://www.gov.uk/guidance/equality-act-2010-guidance>

<http://www.legislation.gov.uk/ukpga/2010/15/contents>