Equal Opportunities Policy

September 2018

Introduction

The Livingstone Tanzania Trust (LTT) is committed to ensuring we are an equal opportunities Charity. We aim to ensure that all employees and job applicants are treated fairly and equally, and we seek to provide a working environment that is free from all forms of discrimination.

The policy applies to all LTT employees, contractors and Trustees who are expected to put this policy into practice.

A copy of this policy will be provided at induction and will be available in Dropbox and on our website. Job applicants can access the policy via LTT's website and can be sent a copy of the policy on request. In addition, all employees, contractors and Trustee will receive briefings on this policy and the induction process for new employees includes a briefing on this policy.

Any questions about the policy should be directed to Chairman of the Trustees

The policy is reviewed annually and may be amended at any time.

Policy statement

LTT is fully committed to providing equality in the workplace and all opportunities for, and during employment, will be afforded to individuals fairly and irrespective of age, disability, gender, gender reassignment, marital or civil partnership status, pregnancy or maternity, race including colour, ethnic or national origins and nationality, religion or belief or sexual orientation ("the protected characteristics"). We aim to create a working environment that is free from discrimination and harassment in any form, in which all staff are treated with dignity and respect.

LTT will not unlawfully discriminate in the arrangements we make for recruitment and selection or in the opportunities afforded for employment, training or any other benefit. All decisions will be made fairly and objectively. We aim, as far as reasonably practicable, to ensure that all our working practices are applied fairly and consistently and, where necessary, we will take reasonable steps to avoid or overcome any particular disadvantage these may cause and to promote equality.

Specific Responsibilities

LTT has overall responsibility for the effective operation of this policy and for ensuring compliance with the Equality Act 2010 and associated legislation and for observing relevant Codes of Practice.

The Chairman of the Trustees is responsible for monitoring and reviewing the policy and for ensuring that all employment-related policies, procedures and practices adhere to this policy.

All staff have a responsibility not to discriminate or harass other staff and to report any such behaviour of which they become aware to their line manager or the Chairman of the Trustees.

Managers and Trustees are responsible for implementing the Equal Opportunities Policy and must apply the policy as part of their day-to-day management of the LTT.

Forms of discrimination

The following are forms of discrimination that this policy aims to avoid:

Direct Discrimination occurs when a person is treated less favourably because of a protected characteristic that they either have or are thought to have. Direct discrimination can also occur by way of association, which is when a person is treated less favourably because, for example, their spouse or partner or other relative has the protected characteristic.

Indirect Discrimination occurs when a provision, criterion or practice is applied equally to everyone, but has a disproportionately adverse effect on people who share a particular protected characteristic. A person with the protected characteristic who is disadvantaged in that way has the right to complain.

To be justified the provision, criterion, or practice must be necessary for legitimate business reasons in circumstances where less discriminatory alternatives are not reasonably available.

Victimisation occurs where someone is treated unfavourably because he/she has raised a complaint under this policy or taken legal action, in relation to any alleged act of unlawful discrimination, against the Company or because he/she has supported someone else in doing this.

Harassment is unwanted conduct that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. Harassment can take many different forms and may involve inappropriate actions, behaviour, comments, emails or physical contact that causes offence or are objectionable.

Harassment may involve a single incident or persistent behaviour that extends over a period of time and can occur even if someone did not mean to cause offence. It also means that a person can be subjected to harassment by behaviour that is not aimed at them directly but which they nonetheless find unpleasant.

Harassment is always unacceptable and where it relates to a protected characteristic it will amount to an unlawful act of discrimination.

Discrimination arising from Disability - In addition to the above, it is unlawful to treat a person unfavourably because of something that is the result, effect or outcome of their disability, unless the treatment is necessary and can be objectively justified. Furthermore, employers have a duty to make reasonable adjustments to ensure that disabled applicants, employees or other workers are not substantially disadvantaged.

Creating equal opportunities in the workplace

There are a number of ways in which LTT aims to ensure equal opportunities in the workplace, including:

Recruitment and selection

Recruitment and selection procedures will be free from bias or discrimination. Recruitment procedures will be conducted objectively and will be based upon specific and reasonable job-related criteria. Decisions regarding an individual's suitability for a particular role will be based on aptitude and ability.

We will consider making appropriate reasonable adjustments to the recruitment process to ensure that disabled applicants are not substantially disadvantaged.

Wherever possible, vacancies will be advertised as being suitable for flexible working, to encourage applications from individuals seeking work on a part time or job share basis.

The Company will consider taking appropriate positive action to enable or encourage applications from persons with a protected characteristic that is under represented in the organisation.

Career development and training

All staff will be given an appropriate induction to enable them to fulfil the responsibilities of their role. All employees will be encouraged to develop their full potential and we will not unreasonably deny an employee access to training or other career development opportunities. These will be [identified as part of an ongoing performance management process and will be] determined objectively, taking into account the needs of the business and available resources. Selection for promotion will be based on objective criteria and decisions will be made on the basis of merit.

Terms and conditions

Our terms and conditions of service will be applied fairly, and benefits and facilities will be made available to all staff who should have access to them, as appropriate.

LTT operates a pay and benefits system that is transparent, based on objective criteria and free from bias to ensure that all employees are rewarded fairly for their contribution and loyalty.

Terms and conditions of employment for part-time employees will be provided on a pro-rata basis to full-time employees. Similarly, the terms and conditions for fixed term employees will be comparable with those given to permanent employees, except when different treatment can be objectively justified.

Employment policies and practices

LTT aims to ensure that employment policies and practices, including any rules or requirements, do not directly or indirectly discriminate and are applied in a non-discriminatory manner.

In particular we will ensure that all disciplinary decisions are fair and consistent and that selection for redundancy is based on objective criteria. LTT will consider making appropriate reasonable adjustments to the working environment or any work arrangements that would alleviate any substantial disadvantage these cause disabled staff.

LTT will aim as far as reasonably practicable to accommodate the requirements of different religions and cultures and will consider requests from employees to vary or change their working hours to enable them to care for a dependant.