



PELVIC RADIATION DISEASE ASSOCIATION

Equality, diversity, and inclusion policy

The **Pelvic Radiation Disease Association (PRDA)** is committed to encouraging equality, diversity, and inclusion among our staff and volunteers, and eliminating unlawful discrimination.

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

PRDA - in providing its services, is also opposed to any unlawful discrimination of beneficiaries, potential beneficiaries, or the public.

Our policy's purpose

- provide equality, fairness, and respect for all volunteer roles and all people in our employment, whether temporary, part-time, or full-time.
- not unlawfully discriminate against any 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, and sexual orientation as outlined in the Equality Act 2010.
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms, and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training, or other developmental opportunities.

PRDA commits to:

- **Encourage** equality, diversity, and inclusion in the workplace as they are good practice and make business sense.
- **Create** a working 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 training managers and all other employees and volunteers about their rights and responsibilities under the equality, diversity, and inclusion policy. Responsibilities include the team of staff and volunteers conducting themselves to help **PRDA** provide equal opportunities in employment/volunteering, and prevent bullying, harassment, victimisation, and unlawful discrimination. The team of staff and volunteers should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, during their employment/volunteer role, against fellow employees, volunteers, beneficiaries, suppliers, and the public.

- **Take seriously** complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, volunteers, customers, suppliers, visitors, the public and any others in the course of the charity's work activities. Such acts will be dealt with as misconduct under the charity's grievance and/or disciplinary procedures, 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.
- **Make opportunities** for training, development, and progress available to all staff team 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 charity. Decisions concerning the team of staff and volunteers being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- **Review** employment and volunteering practices and procedures when necessary to ensure fairness and update them and the policy to take account of changes in the law.

- **Monitor** the make-up of the workforce 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 the 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.
- **Ensure** equality of opportunity for trans people throughout recruitment and employment, including supporting trans people through any transitioning process. **PRDA** seeks to provide a supportive environment for trans trustees, staff, and volunteers and to create a culture and environment where trans people can thrive and are well supported during any transition process.

PRDA makes the following commitments with regard to the Rehabilitation of Offenders Act:

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), **PRDA** complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. **PRDA** undertakes not to discriminate unfairly against any subject of a criminal record check based on a conviction or other information revealed.
- **PRDA** can only ask an individual to provide details of convictions and cautions that **PRDA** are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended), **PRDA** can only ask an individual about convictions and cautions that are not protected.
- **PRDA** is committed to the fair treatment of its staff team and volunteers, potential staff team and volunteers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability, or offending background.

- **PRDA** actively promotes equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. **PRDA** select all candidates for interview based on their skills, qualifications, and experience.
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- At interview, or in a separate discussion, **PRDA** ensures that an open and measured discussion takes place about any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- **PRDA** makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice and makes a copy available on request.
- **PRDA** undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

The equality, diversity and inclusion policy is fully supported by trustees and management.

Details of the charity's grievance and disciplinary policies and procedures can be found on our website. This includes with whom an employee should raise a grievance – usually their line manager. The complaints procedure is available on our website.

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

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