



RAF CENTRAL FUND EQUALITY AND DIVERSITY POLICY

Commitment

The RAF Central Fund ('the Fund') is committed to valuing diversity, reducing inequality and ensuring all people are treated with dignity and respect. The Fund is committed to eliminating all aspects of discrimination. The Fund encourages diversity amongst our staff, contractors and volunteers and to ensuring that no one who is in contact with the RAF Central Fund in any capacity will receive a less favourable response on the grounds of age, race, ethnicity, faith, marital status, gender, sexual orientation and physical and mental impairment.

Aim

The aim of this policy is to provide equality and fairness for everyone and not to discriminate on the basis of the 'protected characteristics':

- age;
- disability;
- gender reassignment;
- race;
- religion or belief (including philosophical belief);
- sex;
- sexual orientation;
- marriage & civil partnership;
- pregnancy & maternity.

The Fund will not tolerate unfair and unlawful discrimination. All decisions on activities such as promotion, training and assignments will be made on the basis of aptitude and ability.

All staff and volunteers will be helped and encouraged to develop their full potential; talents and resources will be fully utilised to maximise the efficiency of the Fund.

Legislation

This policy is implemented within the framework of the relevant legislation, The Equality Act 2010.

New types of unlawful discrimination have been identified by The Equality Act 2010. As well as existing types of discrimination (direct, indirect, harassment and victimisation) the other types of unlawful discrimination outlined in the act are:

- discriminating against someone because they associate with someone who possess a protected characteristic.
- discriminating against someone because others believe they possess a protected characteristic.

Third Parties

In accordance with the Equality Act 2010, discrimination directly or indirectly, or harassment of third parties on the grounds of one of the protected characteristics is not permitted.

Bullying and Harassment

The Fund strives to ensure that its environment is free from harassment and bullying and everyone is treated with dignity and respect and as such will not tolerate any harassment or intimidation.

Responsibility

The trustees of the Fund have overall responsibility for the effective operation of this policy as ultimately they can be held liable for acts of discriminations by Fund employees. However, every individual employee can additionally be held personally liable for acts of discrimination they commit or contribute to.

You should be aware that any breach of this policy or any discriminatory behaviour may lead to disciplinary action. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and therefore could lead to dismissal.

Procedure

The trustees will bring to the attention of all new trustees, committee members, volunteers, contractors and employees the existence of this policy and will provide such training as is necessary to ensure that the policy is effective and that everyone is aware of it.

If you feel that you are being discriminated against; or witness discrimination against a third person; it is your responsibility to immediately raise the issue with your line manager or Central Fund Ambassador so that your complaint can be promptly and confidentially (where possible) investigated.

If you feel the discrimination is in any way related to the actions of your line manager you should raise the issue with the Fund's CEO or Chair of Trustees.

If you believe you have been subject to bullying and/or harassment, please immediately raise the issue with your line manager or Central Fund Ambassador.

The Fund will take any complaint raised seriously. You will not be penalised for raising a grievance, even if it is not upheld, unless your complaint is of a malicious nature.

Any individual found making mischievous or malicious complaints will be subject to the disciplinary procedure.

Monitoring and Review

The Fund will monitor the effectiveness of this policy regularly considering its suitability, adequacy and effectiveness. As a minimum this policy will be reviewed annually.