



DIVERSITY, EQUALITY & INCLUSION

The 2 Minute Foundation (T2MF) is committed to encouraging diversity, equality and inclusion and eliminating discrimination, among its employees and volunteers.

Our aim is to be truly representative of all sections of society. We aim to ensure our customers, and those working with T2MF – whether in a paid or voluntary ¹capacity - feel respected and able to give their best.

T2MF recognising that discrimination may take many forms:

- Direct: intentionally treating others in a less advantageous way under the protected characteristics.
- Indirect: a policy or process which applies to all but discriminates those falling under the protected characteristics.
- Harassment: individual is subject to unwanted conduct.
- Victimisation: where individuals are discriminated against as they have brought a grievance.

Purpose

The policy's purpose is to:

- ensure equality, fairness, and respect for all working with T2MF whether paid or unpaid.
- to ensure compliance with the Equality Act 2010. T2MF will ensure that there is no discrimination of the 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 (gender) or sexual orientation.
- 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.

The charity commits to:

- encouraging equality and diversity in the workplace as a matter of good practice and because it makes business sense.
- creating 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 are recognised and valued.
- encouraging suppliers to have a robust policy which is at least as good as the T2MF.

This commitment includes training staff and volunteers as their rights and responsibilities under this policy.

¹ 'Volunteers' include Trustees.



Procedure

All employees and Trustees have a responsibility to ensure that the workplace is free from discrimination and promote inclusion and diversity and for bringing, in confidence to the Head of Action or the Charity Lead, observed instances where this has not been the case.

Acts against this policy – whether intentional or unintentionally - will trigger the disciplinary process. This may lead to sanctions up to and including instant dismissal.

All employees and Trustees should:

- understand they, as well as T2MF, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination against fellow employees, customers, suppliers, and the public.
- take seriously complaints of bullying, harassment, victimisation, and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others during the organisation’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.

Discriminatory practices, including sexual harassment may impact employment rights and be a criminal matter. T2MF reserves the right, without notice, to escalate the matter to and/or the police or appropriate regulatory body.

T2MF will:

- ensure that employees and volunteers are aware of T2MF policy and how to apply it with their working life. This may include attend training.
- make decisions based on merit.
- review employment practices and procedures, when necessary, to ensure fairness, and to review and update them to take account of changes in the law.
- monitor the make-up of the employees and Trustees regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy (monitoring will also include assessing how the equality policy, and any supporting action plan, are working in practice and taking action to address any issues). Monitoring will be done on a voluntary basis, ensuring that confidentiality is always maintained.

Current version	Next scheduled review
1 Sept 2023	31 Aug 2024