



LSx

London Sustainability Exchange

London Sustainability Exchange EQUAL OPPORTUNITY AND DIVERSITY POLICY

Supported by:



Partners:



MAYOR OF LONDON



LSx WHOLEHEARTEDLY SUPPORTS THE PRINCIPLE OF EQUAL OPPORTUNITIES IN EMPLOYMENT AND OPPOSES ALL FORM OF UNLAWFUL OR UNFAIR DISCRIMINATION ON THE GROUNDS OF COLOUR, RACE, NATIONALITY, ETHNIC OR NATIONAL ORIGIN, GENDER, MARITAL STATUS, SEXUAL ORIENTATION, AGE, DISABILITY, RELIGION OR BELIEF. WE ALSO RECOGNISE OUR RESPONSIBILITY AS AN EMPLOYER TO COMPLY WITH UK ANTI-DISCRIMINATION LEGISLATION. WE ACTIVELY SUPPORT AND PROMOTE DIVERSITY AS AN ESSENTIAL COMPONENT OF SUSTAINABILITY, AND AS A KEY ELEMENT OF OUR ORGANISATIONAL VALUES.

It is our policy to treat all job applicants and employees fairly and equally, regardless of their colour, race, nationality, ethnic or national origin, gender, marital status, sexual orientation, age, disability, religion or belief, and to promote and support equality and diversity both in our own workplace and through our work with our partners and the wider public.

Responsibilities

Ultimate responsibility for the management of LSx and its compliance with employment law lies with the Board of Trustees and the Director.

Day-to-day responsibility for overseeing the implementation of this policy is delegated to the Operations Coordinator, with the active support of Senior Management. This responsibility includes:

- keeping workplace procedures relating to equality and diversity under regular review and setting targets for continual improvement
- providing advice, procedures and other guidance, induction and training to LSx staff on policy and practices relating to equality and diversity
- keeping LSx and its Trustees updated on any new legislation affecting equality and diversity and ensuring that LSx complies with all relevant legislation
- ensuring that complaints of harassment are responded to promptly and effectively

All paid and unpaid staff of LSx have a positive duty to comply with this policy and to ensure that colleagues, job applicants, business partners and other members of the public are treated with respect and dignity. This includes the duty not to perpetrate acts of discrimination against employees or to engage in any behaviour that could be interpreted as harassment..

Complaints

All staff have a right to complain if they feel they have been discriminated against. Complaints will be dealt with promptly, fairly, and confidentially. Staff will not be victimised for making a complaint; however, staff may be disciplined if it is found that the complaint was false and not made in good faith. Violations of this policy will be addressed through the grievance policy and the disciplinary policy; employees who perpetrate acts of discrimination may also be held personally liable.

Review

This policy will be reviewed every two years and modified as necessary to take account of changing business circumstances and legal requirements. Employees will be consulted on updates to this policy and the related procedures.

Statement of Procedures and Practices

1. LSx is an equal opportunity employer. Equal opportunity is about good employment practices and efficient use of our most valuable asset, our employees. Every manager and employee has personal responsibility for the implementation of the policy. Any instance of doubt about the application of the policy, or other questions, should be addressed to the Director, as should any requests for special training.
2. LSx will not discriminate on grounds of colour, race, nationality, ethnic or national origin, gender, marital status, sexual orientation, age, disability, religion or belief. This applies to the advertisement of jobs, recruitment and appointment, training, conditions of work, pay, promotion and every other aspect of employment. The policy also applies equally to the treatment of our volunteers, interns, partners, and other members of the public. This prohibition applies equally to direct discrimination, indirect discrimination through policies or practices that unjustifiably disadvantage protected groups, harassment, and victimisation.
3. Employees should note that the imposition of any provision, criterion or practice which has a disproportionate adverse impact on someone, on grounds of his or her colour, race, nationality, ethnic origin, gender, marital status, sexual orientation, age, disability, religion or belief may be unlawful unless it can be justified on grounds of business need. (By way of example a height requirement of 5' 10" will eliminate some men, but proportionately more women, and so be unlawful.) In all such situations the Director should be consulted.
4. LSx's policy on equal opportunity and diversity is supported by and related to a number of other policies and procedures. These include:
 - The Data Protection Policy, which protects personal and sensitive data
 - The E-mail, internet and communications policy which prohibits use of LSx communication tools to discriminate against or harass others
 - LSx extra-statutory benefits to support parents and other carers
5. Employees who are disabled or become disabled in the course of their employment should inform their line manager or the Director about their disability and may also wish to advise the organisation of any "reasonable adjustments" to their employment or working conditions which they consider to be necessary or which they consider would assist them in the performance of their duties. Careful consideration will be given to any proposals of this nature and, where reasonable and reasonably practicable such adjustments will be made. There may however be circumstances where it will not be reasonable or reasonably practicable for the organisation to accommodate those proposals.
6. Any member of staff may use the grievance procedure to complain about discriminatory conduct or harassment. If the matter relates to sexual or racial harassment or harassment on the basis of disability, sexual orientation or religion or belief, then the complaint may be raised directly with the Director. The organisation is concerned to ensure that staff feel able to raise such complaints and no individual will be penalised or victimised for raising such a complaint. Staff may however be disciplined if a complaint is found to have been false and not made in good faith.
7. Where an employee is falsely accused of discriminatory conduct, then he or she can implement the organisation's grievance procedure. In this instance, the person who is accusing may find him or herself disciplined within the organisation's disciplinary procedure.

8. Any employee who harasses any other employee on any grounds, including grounds of colour, race, nationality, ethnic origin, gender, marital status, sexual orientation, age, disability, religion or belief, will be subject to LSx's disciplinary procedure. In serious cases, such behaviour may be deemed to constitute gross misconduct and, as such, may result in summary dismissal in the absence of mitigating circumstances.
9. Monitoring: All employees and job applicants will be asked to complete a form denoting their sex, race, ethnic origin, age and any disabilities. LSx guarantees that this form will be used solely for the purpose of monitoring the effectiveness of its Equal Opportunity and Diversity Policy.
10. This policy will be monitored on a regular basis by Senior Management. Where there are issues with the way the policy is working, these will be looked at closely with a view to identifying measures to improve the effectiveness of the policy. In particular, the composition of the workforce and of job applicants will be monitored on a regular basis. Should inequalities become apparent, positive action may be taken to redress the imbalance, including such measures as advertising jobs in publications targeted towards under-represented groups and encouraging under-represented groups to apply for posts.