

# HIWCF

## LOCAL GIVING FOR LOCAL NEEDS

Policy name	Equity, Diversity and Inclusion policy
Last date reviewed	March 2023
Review frequency	Three yearly
Next due for review	March 2026
Owner	CEO
Written by	CEO
Approved by	People Committee

Purpose: this policy outlines HIWCF's commitment to equity, diversity and inclusion in all areas of our work.

### Introduction

Hampshire and the Isle of Wight Community Foundation (HIWCF) is committed to encouraging equity, diversity and inclusion among our staff, volunteers and trustees (herein referred to as the 'team') and eliminating unlawful discrimination. We are also committed to ensuring that our dealings with beneficiary organisations, partners, fundholders and any other members of the public are treated with the same level of respect.

The aim is for our team to be truly representative of all sections of society and our customers, and for each member of the team (staff, trustees and volunteers) to feel respected and able to give their best.

We also aim to ensure that the principles of equity, diversity and inclusion are adhered to by the grantees supported through all our funding mechanisms.

To that end the purpose of this policy is to provide equality and fairness for all in our team, and not to discriminate on grounds of gender, gender reassignment, marital status (including civil partnerships), race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age, or any other basis that is unfair or discriminatory.

### Policy Statement

We oppose all forms of unlawful and unfair discrimination. All members of the HIWCF team, whether part-time, full-time or temporary, and volunteers and Trustees, will be treated fairly and with respect. Selection for employment, promotion, training, voluntary roles, Trusteeships, or any other benefit will be on the basis of aptitude and ability. All members of the team will be helped and encouraged to develop their full potential and the talents and resources of the team will be fully utilised to maximise the efficiency of the organisation.

We will also apply our high standards in our grant making, according to the public sector equality duty: A public authority (including those funded through the public sector) must, in the exercise of its functions, have due regard to the need to:

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;

- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

We will use the assessment process to review each grantee's commitment to equity, diversity and inclusion through a review of their existing policies, and where possible their practices. Where no policy exists, we will ask them to adopt a policy as part of a condition of funding, or decline the application for funding.

### **Diversity and inclusion**

Diversity is about understanding, recognising, respecting and valuing the differences that each member of the team brings to the organisation. We strive to be an inclusive organisation and will have achieved that when our team is reflective of the diversity of our communities, and when every member of the team feels that they are able to fully contribute according to their own abilities and experience. We will continually assess our grant making to ensure that it is reflective of the needs of and diversity within our communities, and the Board will receive an annual report detailing the previous year's funding, in the first quarter of the following year.

### **Applying the Policy**

HIWCF is committed to ensuring equity, diversity and inclusion throughout the organisation in accordance with the Public Sector Equality Duty / Equality Act 2010, to this end it will:

- create an environment in which individual differences and the contributions of all our team are recognised and valued.
- provide every member of the team with a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- offer any training, development and progression opportunities fairly to all team members.
- affirm that equality in the workplace is good management practice and makes sound business sense.
- review all practices and procedures to ensure fairness.
- treat breaches of our equity, diversity and inclusion policy as misconduct which could lead to disciplinary proceedings.

### **Application to grant recipients**

This policy is extended to all open grant programmes. We will ensure that our commitment to equity, diversity and inclusion is reflected in our grant making criteria and clearly signposted. During the course of grants assessments, we will review each potential grantee's policy on equity, diversity and inclusion. These will be assessed alongside other compliance documentation in grant making. A lack of a policy or an inadequate policy will be seen as grounds for declining a grant application.

### **Monitoring our progress**

- Trustees are asked to complete a survey each year, which monitors equity, diversity and inclusion
- We recognise that it is difficult to reflect all the diverse communities within a small staff body, but diversity within the team is monitored on an ongoing basis by the Board of Trustees and CEO
- Job applicants are invited to complete an equalities monitoring form as part of their application process and this is reviewed annually
- Recruitment panels will always strive to have a gender mix, as well as a mix of ages, sexualities, ethnic backgrounds, disability status, religious backgrounds etc.
- Trustees will receive an annual report detailing the previous year's grant making, in the first quarter of the following year