

THE
SAINSBURY
FAMILY
CHARITABLE
TRUSTS

SFCT POLICIES

DIVERSITY,
EQUITY AND
INCLUSION

MARCH 2023

Policy in one sentence

This policy outlines our commitment to creating a workplace culture that values diversity, equity, and inclusion, and it complies with the Equality Act 2010.



1. Abstract

SFCT is committed to promoting equity, valuing diversity, and creating an **inclusive environment** in which everyone feels valued and respected.

We believe that all staff, and those who come into contact with us, should be treated fairly and equitably on their own merits regardless of race, age, physical or mental ability, sex, sexual orientation, marital status or civil partnership status, pregnancy or maternity, gender reassignment, culture, nationality, ethnic or national origin, religion or belief, educational background, (protected characteristics), working patterns and responsibilities for dependents.

SFCT expects staff treat all people, regardless of their background with dignity and respect.

This policy does not form part of any employee's contract of employment.

2. Related Policies, Guidelines and Procedures

Relevant Policies

- [Fairness and Respect at Work Policy](#)
- [Recruitment Policy](#)
- [Disciplinary Procedure](#)
- [Grievance Procedure](#)
- [Workforce Development Policy](#)



Relevant dates

Policy originated: July 2021

Last Review Date: March 2023

Next Review Date: July 2025

DEFINITIONS

- **Diversity** means recognising and valuing the benefits of different perspectives, backgrounds and experiences and taking active steps to address under-representation through initiatives, policies, and systemic change.
- **Equity** means ensuring people are provided with the resources they need to have access to the same opportunities as the general population.
- **Inclusion** means that we welcome, respect, support and value everyone at SFCT, and that you will be treated equally with respect and dignity, irrespective of your background.

3. Responsibilities

3.1 Who is responsible?

The Trustees of each Sainsbury Family Charitable Trust have overall responsibility for their respective Trusts/Charities but have delegated responsibility for day-to-day operations and policy implementation to the CEO of SFCT .

3.2 This policy applies to all those who work for SFCT, at all levels and grades, whether permanent, fixed-term or temporary staff, trustees, consultants, contractors, trainees, seconded staff, and interns.

This policy is not part of any employee's employment contract, and we will review it on a regular basis, which may result in changes, in which case we will notify employees.

Any Questions?

Please speak to the People Team

4. Putting our commitment into practice

4.1 Recruitment

SFCT is committed to creating an inclusive environment, promoting equity, valuing diversity, and combating unfair treatment at recruitment and during employment.

We believe that effective recruitment is about finding the right people with the right skills and experience for our current and future needs, as well as people who will contribute positively to our organisation's culture and future development.

We want to make sure that our recruitment process is fair and equitable and demonstrates our commitment to valuing diversity at all stages of our recruitment process.

We commit to providing recruitment and selection training to managers, including training on fairness, equity, and recruitment bias.

Full details of our processes are in the Recruitment Policy.



4.2 Promotion

We will ensure that when opportunities for promotion arise, they are advertised internally, and that a fair and transparent process is followed so that appointments are made solely based on merit and without regard to protected characteristics.

4.3 Learning and Development

At SFCT we will always adopt a flexible approach to arranging learning and development activities and will ensure that practical issues affecting accessibility, such as location, disability requirements, caring responsibilities and cultural concerns, are taken into consideration.

4.4 Disabled employees

As an employer, we have a responsibility to make reasonable adjustments for disabled employees. This could include changes to workstations, technology, duties, hours, or working practises. If you are or become disabled, please notify your manager so that we can provide appropriate support. If you are having difficulty at work due to your disability, you should contact your line manager or the People Team to discuss any reasonable adjustments that would help minimise the difficulty.

Full details of our procedures are available in the Workforce Development Policy.

5. Discrimination

5.1 Discrimination

The following forms of discrimination are prohibited under this policy and are unlawful.

This applies both in the workplace, outside the workplace including interactions with suppliers, third parties or other work-related contacts and on work-related trips or events, including social events.

5.2 Direct discrimination: When a person is less favourably treated because of one of the protected characteristics.

5.3 Indirect discrimination: When a provision, criterion or practice is applied equally to all groups but has a disproportionately adverse effect on one particular group with a protected characteristic and cannot be justified.



5.4 Harassment: This includes sexual harassment and other unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

5.5 Victimization: Retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.

5.6 Disability Discrimination: This includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.



6. Our Vision

6.1 Statement

We are committed to building a more inclusive SFCT in which we can benefit from a variety of perspectives, make better decisions, and have a greater impact on those we serve. This commitment is reflected in our [Values](#). We also have a legal and ethical obligation to promote diversity, equity, and inclusion and to combat unfair treatment.

7. Consequences

7.1 Breaches of this policy

SFCT takes a strict stance on violations of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Cases of deliberate discrimination may amount to gross misconduct, resulting in dismissal. If you believe you have been discriminated against, you may file a grievance or invoke our Fairness and Respect at Work Policy, as appropriate.

Complaints will be treated in confidence and investigated as necessary.

7.2 Any employee who witnesses discrimination should report it to their line manager or the CEO. There must be no victimisation or retaliation against employees who report discrimination.

Anyone found to be making false allegations deliberately and in bad faith may be subject to action under our **Disciplinary Procedure.**

8. Summary

This policy was created to demonstrate our firm commitment to creating and maintaining a working environment in which everyone feels valued and respected, and where the culture values diversity, equity, and inclusion.

Through our grantmaking and programmatic work, SFCT is committed to addressing inequality and promoting a more just society. We strive to create a welcoming environment in which all of our employees are treated fairly and with respect.

Signed



Karen Everett

CEO

Original Date: July 2021

Review Date: March 2023

