

## Equality, Diversity and Inclusion Policy

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### I. KCF – Our Purpose and Values

Kent Community Foundation (KCF) has been finding, funding, and supporting voluntary organisations in the county for 20 years. In this time, we have distributed over £40 million from our various Funds, set up by local philanthropists, companies and trusts, to support thousands of small charities and deserving causes where a modest sum of money can make a significant impact.

We are part of a UK wide accredited network of forty-six Community Foundations who are committed to improving the lives of local people and communities, particularly the most vulnerable, isolated, and disadvantaged by matching those who want to help, with those who need the help.

Kent Community Foundation is committed to encouraging equality, diversity and inclusion in all areas our work and eliminating unlawful discrimination among our staff, trustees, and others working on our behalf.

The aim is for our organisation to be truly representative of all sections of society and our beneficiaries, and for each employee, trustee and volunteer to feel respected and able to give their best. KCF, in carrying out its purposes, is also committed against unlawful discrimination of service users, donors, stakeholders or the public.

### 2. Purpose

The policy's purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time, for trustees, volunteers and any others working on our behalf
- provide a fair and accessible service to all our service users, be that grant applicants, donors or other stakeholders.
- not unlawfully discriminate because of the Equality Act 2010 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 and 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
- ingrain inclusive practices in all areas of our work
- appreciate and promote the benefits of equality, diversity and inclusion

KCF believes that encouraging equality, diversity and inclusion will help to:

- makes us as an organisation more successful
- keep employees happy and motivated
- attract and keep excellent staff and trustees who represent the diverse communities of Kent
- prevent serious issues arising, such as bullying, harassment and discrimination
- better serve a diverse range of beneficiaries and donors
- improve ideas and problem-solving
- Lead and set a good example for our current and future beneficiaries as well as third sector organisations; encouraging them to adopt stronger EDI practices.

### 3. Our commitments

#### 3.1 Employment Issues

- KCF encourages equality, diversity and inclusion in the workplace. We commit to 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 staff are recognised and valued.
- All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, service users, suppliers and the public.
- KCF takes seriously complaints of bullying, harassment, victimisation and unlawful discrimination by employees, service users, suppliers, visitors, the public and any others in the course of the organisation's work activities. Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice. (See KCF's Staff Handbook for details on grievance and/or disciplinary procedures.) Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.
- Decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law. Incorporating EDI principles into our policies, especially, but not exclusively: Recruitment Policy (for staff, volunteers and trustees), Staff Handbook and Grant Making Policy.

#### 3.2 Training and Development

- KCF commits to training our staff, managers, volunteers and trustees about their rights and responsibilities under the equality, diversity and inclusion policy and being proactive in addressing inequality or exclusion. This will include staff, managers, volunteers and trustees conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.
- Make opportunities for training, development and progress available to all staff and trustees, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

#### 3.3 Community Engagement

- To increase our understanding of the diverse communities of Kent and the challenges they might face and review issues of intersectionality.
- To improve our digital and physical accessibility
- To increase the reach of our funding and to regularly assess the range of our grants
- To increase transparency; to update stakeholders on our commitments and our progress, honestly and authentically
- To make this policy publicly accessible

#### 3.4 Monitoring, Evaluation & Governance

- To create an EDI strategy and action plan in line with this policy which is regularly reviewed and updated
- To bring our governance in line with EDI best practice and beyond
- To have EDI as a standing agenda item at every board meeting

- Monitor the make-up of the staff and trustee teams regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

#### 4. UN Sustainable Development Goals

We hope that the implementation of this policy and the accompanying strategy and action plan will positively contribute to the UN Sustainable Development Goals.



##### Goal 10 – Reduced Inequalities

- Target: By 2030, empower and promote the social, economic and political inclusion of all, irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status
- Target: Ensure equal opportunity and reduce inequalities of outcome, including by eliminating discriminatory laws, policies and practices and promoting appropriate legislation, policies and action in this regard



##### Goal 5 – Gender Equality

- Target: Adopt and strengthen sound policies and enforceable legislation for the promotion of gender equality and the empowerment of all women and girls at all levels

#### 5. Review

This equality, diversity and inclusion policy is fully supported by senior management, has been approved by the Board of Trustees and will be reviewed every two years.