

# McCARTHY STONE FOUNDATION

The McCarthy Stone Foundation is a registered Charitable Incorporated Organisation (CIO) in England and Wales No. 1191504

## DIVERSITY, EQUITY AND INCLUSION POLICY

| Policy Governance       |                                   |
|-------------------------|-----------------------------------|
| <b>Policy Owner</b>     | Board of Trustees                 |
| <b>Approval Date</b>    | May 5 <sup>th</sup> 2021          |
| <b>Last Review Date</b> | May 5 <sup>th</sup> 2021          |
| <b>Next Review Due</b>  | May 2022                          |
| <b>Policy Location</b>  | McCarthy Stone Foundation website |
| <b>Policy Contact</b>   | Graeme Marsh – Foundation Manager |

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## 1. Purpose

The McCarthy Stone Foundation ('the Foundation') is committed to achieving the best practices in diversity, equity and inclusion and to reviewing progress against all aspects of how the Foundation operates, including in how it awards funding.

The Foundation is committed to working towards the pillars of best practice set out in the ACF 2020 Stronger Foundations: Diversity, Equity and Inclusion report. These are set out below:

1. Invest time and resources in understanding DEI
2. Produce and review strategies that implement DEI practices
3. Collect and publish our own data on practice and performance
4. Have a diverse team in terms of demographics and experience
5. Reflect and implement DEI practices in funding activities
6. Express our commitment to DEI policy and practice publicly
7. Be accountable to those we serve and support
8. Use our own influence to advocate and advance best practice
9. Collaborate with partners, funders, and wider stakeholders to promote and implement DEI practices

We are striving to be an equal opportunity Foundation and are committed to a policy of treating all our trustees, employees, volunteers, grantees, and beneficiaries in a way that enables them to have equal access to the opportunities at the Foundation. This will sometimes mean treating individuals differently where this will give them the same access as others.

## 2. Principles

### Nolan Principles

The Foundation believes in working to and within the principles set out in the Nolan report on public life of 1999:

- **Selflessness:** Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
- **Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
- **Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

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- **Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- **Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership:** Holders of public office should promote and support these principles by leadership and example.

### 3. Policy

It is our policy to provide diversity, equality and inclusivity to all individuals, without regard to protected characteristics (age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, marriage and civil partnership and pregnancy and maternity).

We will appoint, train, develop and promote based on aptitude and ability alone.

All trustees, employees and volunteers are entitled to a working environment which promotes dignity and respect to all, and all are responsible for ensuring that such an environment exists. No form of intimidation, bullying or harassment will be tolerated. Further information on this can be found in our Anti-Harassment and Bullying Policy.

Breaches of our diversity and equality policy will be regarded as misconduct and could lead to disciplinary proceedings.

All forms of discrimination are unacceptable, regardless of whether there was any intention to discriminate or not. Trustees, employees and volunteers have a duty to co-operate with the Foundation to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination.

### 4. Recruitment

All job applications will be processed in the same way. However, all those invited to interview will be asked if they require any adjustments to be made for them to attend the selection process. The Foundation will endeavour to comply with all reasonable requests.

The staff responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria, and of the need for their consistent application.

Wherever possible, all applicants will be interviewed by at least two people.

All questions that are put to the applicants will relate solely to the requirements of the job.

If it is necessary to assess whether personal circumstances will affect the performance of the job, this will be discussed objectively, based on the requirements of the job. For example, if

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there is an occasional requirement to work during the evening, *all* candidates will be asked whether they can meet this requirement.

### **5. Promotion, transfer and training**

We will take such measures as may be necessary to ensure the proper training, supervision and instruction for all staff in order to familiarise them with our policy on equal opportunities, and in order to help them identify discriminatory acts or practices.

All persons responsible for selecting new trustees or employees and/or trustees or employees for training, will be instructed not to discriminate on the grounds of any of the protected characteristics.

Where general ability and personal quality are the main requirements for promotion to a post, care will be taken to consider all suitable candidates regardless of their protected characteristics.

All trustees and employees 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 Foundation.

### **6. Terms of employment**

All terms of employment, benefits, etc will be reviewed from time to time, in order to ensure that there is no unlawful discrimination on the grounds of any of the protected characteristics.

### **7. Reasonable adjustment**

The Foundation is committed to reviewing its policies, procedures and terms and conditions of employment on an individual basis for staff who find themselves in changed circumstances in relation to the area of disability. The law requires that we consider whether it is possible to make any reasonable adjustments to these areas and we would do so in discussion with the individuals concerned.

### **8. Monitoring and review**

This policy will be reviewed annually, and/or as new legislation comes into force

### **9. Reporting**

Where individuals observe or experience suspected discriminatory acts or practices or cases of bullying or harassment these should be reported directly to either the Foundation Manager or the Chair of Trustees. (see also our Anti-Harassment and Bullying Policy, and Code of Conduct). This can be done via email to the Foundation Manager [graeme.marsh@mccarthyandstone-foundation.org.uk](mailto:graeme.marsh@mccarthyandstone-foundation.org.uk) or to the Chair of the Trustees in writing at:

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