

Previous version	n/a
Next update due	December 2027
Review cycle	Every 2 calendar years

Aim: To define the steps which the charity will take both to fulfil its statutory duties under anti-discrimination legislation and to go beyond this to ensure that everyone employed by, volunteering with, or otherwise involved with the charity treats everyone they are in contact with as part of their duties fairly and with respect.

1. WHO IS COVERED BY THIS POLICY?

- 1.1. This policy applies to all personnel, trustees, and volunteers, as well as to anyone temporarily working with the organisation, for example as an intern. These are referred to collectively in this policy as 'personnel'.
- 1.2. Where provisions in this policy relate only to specific groups, this is made clear in the relevant section.

2. POLICY STATEMENT

- 2.1. Number Champions serves the diverse population of London children. We seek to have a mix of personnel reflecting that diversity. We also seek to work with schools whose intake overall broadly matches the demographics of London schools.
- 2.2. We are committed to encouraging and promoting equality, diversity and inclusion for all personnel and applicants, and to eliminating unlawful discrimination. We aim to create an environment in which everyone can make best use of their skills, free from discrimination or harassment, and in which all decisions about individuals are based on merit.
- 2.3. We have a legal responsibility to give equal treatment to all personnel and applicants, regardless of age, disability, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation or gender reassignment ("Protected Characteristics").
- 2.4. All personnel have a duty to act in accordance with this policy in their interactions with everyone they come into contact with as part of their duties. This includes treating everyone with respect. In this context, this policy should be read in conjunction with our separate Anti-harassment and bullying policy.
- 2.5. This policy does not form part of any employee's contract of employment and may be amended at any time, provided that all personnel are informed accordingly.

3. WHO IS RESPONSIBLE FOR THIS POLICY?

- 3.1. Trustees have overall responsibility for ensuring compliance with the law and the effective operation of this policy. The CEO will put in place processes to monitor our compliance with this policy.
- 3.2. All personnel must set an appropriate standard of behaviour, lead by example, and ensure that those they manage adhere to this policy.

4. FORMS OF DISCRIMINATION

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

- **Direct discrimination:** this is treating someone less favourably because of one or more of the Protected Characteristics set out in section 2.3. This includes making offensive comments because someone has a Protected Characteristic.
- **Indirect discrimination:** this is a provision which applies to everyone but is not objectively justified and which adversely affects people with a Protected Characteristic more than others. For example, a requirement for all personnel to work full-time adversely affects women because more women than men have childcare commitments.
- **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.
- **Victimisation:** this means retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- **Disability discrimination:** this is a failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

5. RECRUITMENT AND SELECTION

- 5.1. We aim to ensure that no applicant for a job or volunteer role suffers discrimination because of any Protected Characteristic. Our recruitment, promotion and other selection exercises, will be on the basis of merit and objective criteria that avoid discrimination. Procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities. Role criteria are regularly reviewed to ensure that they are relevant to the role. Shortlisting of applicants will be done by more than one person, wherever possible.
- 5.2. Advertisements will avoid stereotyping or using wording that may discourage groups with a particular Protected Characteristic from applying.
- 5.3. We take steps to ensure that our job vacancies (including for volunteers) are advertised on public channels, to reach as diverse an audience as possible.
- 5.4. Job applicants will not be asked about health or disability before a job offer is made, except where there are legal exemptions which it is appropriate for us to use. For example, we might need to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments). We may use Equality and Diversity Monitoring, but this will not form part of our decision-making process.
- 5.5. Where necessary, job offers may be made conditional on a satisfactory medical check.
- 5.6. Job applicants will not be asked about past or current pregnancy or future intentions related to pregnancy. Applicants will not be asked about matters concerning age, race, religion or belief, sexual orientation, or gender reassignment.
- 5.7. We are required by law to ensure that all employees are entitled to work in the UK. To satisfy legislation, all prospective employees must produce the required documentation before employment starts.

6. EQUALITY AND DIVERSITY MONITORING

- 6.1. To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in our organisation, we may monitor a number of characteristics of our personnel, volunteer, and applicants.
- 6.2. Provision of this information would be voluntary, and it would not adversely affect an individual's chances of recruitment or any other decision related to their role in the charity.
- 6.3. This information would be separated from applications before shortlisting, and kept in an anonymised format solely for the purposes stated in this policy. Analysing this data would help us take appropriate steps to avoid discrimination and improve equality and diversity.

7. TERMINATION OF EMPLOYMENT

- 7.1. We will ensure that any disciplinary procedures and any selection for redundancy are fair and objective and are not directly or indirectly discriminatory.

8. DISABILITIES AND OTHER HEALTH CONDITIONS

- 8.1. We encourage personnel with a disability or health condition to inform the charity so that it can give appropriate support. The relevant manager will work to overcome or minimise the difficulty. This will involve consulting with the personnel and possibly their medical adviser(s). The charity will try to accommodate personnel's needs, within reason. If we consider a particular adjustment would not be reasonable, we will explain our reasoning and try to find an alternative solution, where possible.
- 8.2. We will monitor the physical features of our premises (where relevant) to consider whether they might place anyone with a disability or other health condition at a substantial disadvantage. Where necessary and reasonable, we will take steps to improve provision.

9. PART-TIME AND FIXED-TERM WORK

- 9.1. Part-time and fixed-term employees will be treated the same as those who are full-time or permanent. Their terms and conditions will be no less favourable (on a proportional basis, where appropriate), unless different treatment is justified.

10. SPECIFIC PROVISION FOR VOLUNTEERS

- 10.1. As noted in section 5, our volunteer recruitment process includes seeking to advertise roles across a wide selection of channels.
- 10.2. For the In School Volunteer (ISV) role, we highlight to potential applicants that schools have a legal duty to be accessible. Our agreement with schools includes their agreeing to exercise their responsibilities under equality legislation.
- 10.3. For the Mentor role, we flag with potential applicants that, if the volunteer has limited mobility, the role can be done totally remotely.
- 10.4. All our volunteers receive training and, as part of this, we share our values about the importance of equality, diversity and inclusion.
- 10.5. We do not currently formally monitor our volunteer base, as (a) our assessment is that we do attract a diverse range of volunteers and (b) we judge it disproportionate to ask this of our volunteers, who already have a burden of administration. However, as we develop our volunteer systems, we may include a voluntary monitoring form.

11. CHILDREN

- 11.1. Teachers identify children to receive support from Number Champions based on their evaluation of which children are behind in maths and will benefit from one-to-one help.
- 11.2. Once a child has been identified for support, our Data Protection Policy details the data which we ask the school to provide to us about the children. These data include the child's gender.
- 11.3. We do not presently collect any data relating to children's other protected characteristics, such as ethnicity or religion, as we do not believe that collecting this data would be proportionate under applicable data protection rules.

12. TRUSTEES

- 12.1. As for our other volunteer roles, we seek to advertise trustee roles across a wide selection of channels. This includes posting opportunities on platforms targeted at specific groups, such as reaching younger potential trustees.
- 12.2. We are clear when recruiting trustees that much of the role can be done remotely, although we do ask that trustees attend some in-person meetings in London. Where a trustee has a disability or health condition which would make this difficult, we would follow the requirements of section 8 to ensure that reasonable adjustments are made.

12.3. We do not presently collect any diversity data on trustees, but we keep this under regular review.

13. BREACHES OF THIS POLICY

- 13.1. If staff believe that they may have been discriminated against, they may raise the matter through our Grievance Procedure and volunteers should refer to our Volunteer Policy. If they believe that they may have been subject to harassment, they are encouraged to raise the matter under our Anti-harassment and Bullying policy. If personnel need advice on how to proceed, they should speak to their manager.
- 13.2. Allegations regarding potential breaches of this policy will be treated in confidence and investigated as appropriate and in accordance with the relevant procedure. You will not be victimised or treated less favourably for complaining about discrimination. However, making a false allegation deliberately and in bad faith may be treated as misconduct and dealt with under our Disciplinary Procedure for staff or Volunteer policy for volunteers.
- 13.3. We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure or Volunteer Policy, as appropriate. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal for staff, or asking a volunteer to stop volunteering.

14. MONITORING AND REVIEW OF THE POLICY

- 14.1. We will continue to review the effectiveness of this policy to ensure it is achieving its stated objectives.