



## **Equality, Diversity & Inclusion (EDI), and Dignity & Respect Policy**

### Scope

This policy relates to ensuring a culture of equality, diversity, inclusion, dignity, and respect, both on the part of, and towards:

- those working with us (including Trustees, staff, job applicants, Awarding Panel members, contractors, and volunteers);
- and those we work with (including nominees and potential nominees, Award Winners and Commendees, Alumni Programme participants, and attendees at events run by us).

It covers all aspects of our operations: including in the workplace; at meetings and events; and in all parts of its charitable work (including the Awards, our HiddenHeroes work, and our work in promoting good practice).

### Our commitment

The Butler Trust is committed to promoting equality, diversity, and inclusion, as well as dignity and respect, in all its dealings, and opposes all forms of unlawful and unfair discrimination, victimisation, harassment, bullying, and insulting or abusive behaviour.

The Trust aims to ensure that:

- no one is unlawfully or unfairly discriminated against in any of its dealings, on the grounds of a protected characteristic (as defined by the Equality Act 2010), or any other irrelevant factor;
- it creates an environment in its work and dealings, in which individual differences and the contributions of all are recognised and valued, and diversity is encouraged;
- the working environment within the Trust, and the way we carry out our work, promotes dignity, respect and fairness to all.

### Our expectations

The Trust expects Trustees, staff members, Awarding Panel members, and others working with or on behalf of the Trust, participants on our Alumni Programme, and attendees at events run by the Trust, to act in accordance with our commitment, not to behave in any way which undermines that, and to report any behaviour which conflicts with it.

### Our actions

Trustees and employees are given a copy of this policy, and others working with or on behalf of the Trust, as a consultant, Ceremony volunteer, or Awarding Panel member, as well as Alumni Programme participants, are made aware of its contents and our commitment to it.

The Trust will not tolerate any unlawful or unfair discrimination, victimisation, harassment, bullying, or insulting or abusive behaviour, either towards, or on the part of those, who work with us, or those we work with. Complaints of such behaviour will be treated seriously and investigated thoroughly, and any complaints made against employees or Trustees will be dealt with through the Trust's disciplinary process.

The Trust seeks to ensure that its promotional and publicity materials, and the membership of its Board of Trustees, and of the Sifting and Judging Panels, clearly reflect its commitment to equality, diversity, and inclusion.

While the Trust can not control who is nominated for an Award, it promotes the Awards across all parts of the sector, monitors the number of nominations received from each part of the sector, and actively works to encourage greater engagement from those areas which nominate less than others.

The Trust monitors outcomes from the Awarding process to check for any unfairness in its operation, in relation to nominees' job roles, the part of the sector in which they work, and the protected characteristics of sex and race. If any unfairness in outcomes becomes apparent, the Trust will take steps to address it.

As our Award Winners and Commendees are "ambassadors" for the Awards, shortlisted nominees are required to confirm their commitment to the principles underlying this policy before going through to the final judging stage of the process – and those signing off nominations are also expected to confirm the nominees' commitment to them at the nomination stage.

Trustees, employees, and Awarding Panel members, are invited to give feedback annually regarding their experiences with respect to the issues covered in this policy. Shortlisted Award nominees, Alumni Programme "graduates", Ceremony volunteers, and workshops/conference attendees, are asked to do likewise. Any issues raised as a result will be reviewed by Trustees, and appropriate action taken.

The Trust's commitment to this policy is reaffirmed annually in the Annual Report, and Trustees are asked to recommit to it each year.

Trustees review the Trust's other policies and procedures at least annually, including in relation to their compliance with this policy, and the principles which underly it; and this policy itself is also reviewed at least annually.

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Michael Spurr  
**Chair**

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Simon Shepherd  
**Director**

July 2025

## **Glossary**

### Protected Characteristics

The Equality Act 2010 identifies a number of “protected characteristics”: age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage / civil partnership and pregnancy / maternity.

### Equality

Equality is about ensuring equality of access, treatment, outcomes and impact in both employment and service delivery. It is rooted in ideas of justice and fairness and enshrined in the Equality Act 2010 which highlights that every individual must have an equal opportunity to make the most of their lives and talents. [CIPD]

### Diversity

Diversity is the differences in colour, ethnicity, abilities, age, gender, beliefs, interests, socioeconomic (class), marital or partnership status, sexual orientation, geographic, academic/professional backgrounds, opinions, backgrounds, thinking, experiences, and many other characteristics. Diversity recognises that everyone is different in a variety of visible and non-visible ways, and that those differences are to be recognised, respected, valued, promoted and celebrated. They may include, but are not limited to, differences protected by equalities law. [CIPD]

### Inclusion

Inclusion is the practice of including people in a way that is fair for all, values everyone’s differences, and empowers and enables each person to be themselves and achieve their full potential and thrive at work. An inclusive workplace culture is one in which everyone feels that they belong through feeling safe in being themselves, that their contribution matters, policies and practices are fair, and a diverse range of people are supported to work together effectively. [CIPD]

### Discrimination

The Equality Act 2010 outlaws both direct and indirect discrimination relating to protected characteristics. “Unfair discrimination” is any form of discrimination which disadvantages someone or a group of people on the grounds of any irrelevant factor, whether covered by the 2010 Act or not. “Direct discrimination” arises where someone is treated less favourably than another person because of a protected characteristic they have, or are thought to have (“perception discrimination”), or because they associate with someone who has a protected characteristic (“discrimination by association”). “Indirect discrimination” arises where an organisation has rules, policies or practices which result in particular disadvantage to people who share a given protected characteristic.

### Victimisation

Victimisation occurs when a person is treated unfavourably because they either have, or are believed to have, raised or supported a complaint or grievance against someone else, or rejected advances or proposals made by someone else. Victimisation is unlawful under the 2010 Equality Act where someone is treated badly because they have made or supported a complaint under the Equality Act, have raised a grievance relating to the Act, or are believed to have done any of the above.

## Harassment

ACAS describes harassment as unwanted conduct related to a personal characteristic (actual or perceived) 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. Harassment may be by an individual against an individual (perhaps by someone in a position of authority such as a manager or supervisor) or involve groups of people. Harassment may be obvious, or it may be insidious, and is proscribed under the 2010 Equality Act where it relates to a protected characteristic.

## Bullying

According to ACAS, bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Like with harassment, bullying may be by an individual, against an individual, or involve groups of people, and may be obvious or insidious.