

Tom's Trust, registered charity no. 1142670, is committed to promoting equality of opportunity for all staff, volunteers and job applicants.

One of the key aims of our Equal Opportunities policy is for Tom's Trust to provide a working and volunteering environment in which people feel comfortable and where they will be treated with respect and dignity.

It is Tom's Trust's policy to treat all staff and volunteers equally and fairly and not to discriminate on the basis of any 'protected characteristic', including race, age, nationality, ethnic or national origin, religion or belief, sexual orientation, sex, gender reassignment, marital or civil partnership status, pregnancy or maternity or any physical or mental disability.

Tom's Trust is committed to ensure that no policy, rule, requirement or condition will be imposed on its staff or volunteers without justification, which could put individuals at a disadvantage on grounds of any protected characteristic.

The responsibility for monitoring and ensuring compliance with the policy lies with the Managing Trustees, Deborah and Andrew Whiteley. The Managing Trustees will ensure that all employment and volunteering practices adopted by Tom's Trust reflect this policy. This includes recruitment and selection of staff and volunteers, training, promotion, health and safety at work, grievance and disciplinary procedures.

Tom's Trust takes its responsibilities under this policy very seriously. Accordingly, if you believe that you may have been discriminated against, you should raise the matter through Tom's Trust's grievance procedure, a copy of which is available from Deborah Whiteley, Managing Trustee.

Allegations regarding potential breaches of the policy will be treated in confidence and investigated in accordance with the relevant procedure. Tom's Trust will ensure that staff and volunteers, who make such allegations in good faith, will not be victimised or treated less favourably as a result. However, false allegations of a breach of this policy, which are found to have been made in bad faith, may be dealt with under Tom's Trust's disciplinary procedure (a copy of which is also available from Deborah Whiteley, Managing Trustee).

Any member of staff who, after investigation, is suspected of having acted in breach of this policy may be subject to disciplinary action. In serious cases, such behaviour may constitute gross misconduct and, as such, may result in summary dismissal.

Tom's Trust will always take a strict approach to serious breaches of the policy.

All staff and volunteers are expected to familiarise themselves with this policy and ensure that they abide by it.

This is the Equal Opportunities Policy of **Tom's Trust**

It will be reviewed every **TWELVE** months

Date of next review **May 2019**



Dr Peter Gough  
Chair