Diversity, Equity and Inclusion Policy

1. About this policy

This policy sets out our approach to diversity, equity, inclusion and social justice. Our aim is to encourage and support diversity, equity, inclusion and social justice and actively promote a culture that values difference and eliminates discrimination in our workplace. It applies to all aspects of employment with us, including recruitment, pay, benefits, and conditions, flexible working and leave, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

2. Our commitment

Tom's Trust is committed to:

- promoting equal opportunities in employment and creating a workplace culture in which diversity and inclusion is valued and everyone is treated with dignity and respect. As part of our zero-tolerance approach to discrimination in any form, you and any job applicants and/or volunteers will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics). We are also committed to providing equitable treatment to all those we deal with as an organisation, including beneficiaries, donors and suppliers;

- promoting social justice and fairness through our work to support children diagnosed with brain tumours to live their best life, irrespective of any Protected Characteristics, their social class, and / or their family's means. Through our fundraising, we provide psychological support to children diagnosed with brain tumours and their families without charge.

Having funded the establishment of a psychology provision covering East Anglia and successfully transitioned that to an NHS funded service, we currently provide our psychology services in four hospitals in the UK – Addenbrooke's Hospital in Cambridge, the Great North Children's Hospital in Newcastle, Alder Hey Children's Hospital in Liverpool and the John Radcliffe Hospital in Oxford.

We are very proud of our growing geographical coverage. We hope before the next review of this policy to commission a Paediatric Neuro-Oncology Service at a fifth UK Children's Hospital, increasing our reach and supporting even more children diagnosed with brain tumours and their families, including those in the most disadvantaged circumstances.

Ultimately, we aim to support all children diagnosed with brain tumours in the UK and their families.

Tom's Trust mandates the CEO to take executive responsibility for taking forward and implementing our commitment to diversity, equity, inclusion and social justice, and to review and report biennially to the Board of Trustees on progress made.

Tom's Trust will involve staff, trustees, and volunteers as much as possible both in implementing this policy internally, and in disseminating information externally about its

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progress in advancing diversity, equity, inclusion and social justice. We will do this by making our policy publicly available on our website, and by making it clear in our new staff, trustee and volunteer induction processes.

3. Legal Compliance

Tom's Trust strives to comply with all relevant legislation and regulations that affect the organisation. This includes the Equality Act 2010 and associated legislation. As of October 2024, we also recognise our duty under the Worker Protection (Amendment of Equality Act 2010) Act 2023 to take reasonable steps to prevent workplace harassment, including sexual harassment. We are committed to regularly assessing the effectiveness of these measures.

4. Diversity, equity and inclusion training

Managers will be given appropriate training on recognising and avoiding discrimination, harassment and victimisation, and promoting equality of opportunity and diversity in the areas of recruitment, development and promotion. The Chief Executive has overall responsibility for equality training, for staff and managers as appropriate.

We will provide staff with regular training to ensure that everyone is aware of and understands the contents of this policy and our Anti-harassment and Bullying Policy.

New joiners are expected to undertake Diversity, Equity and Inclusion training in their first year of employment. Following the training, staff are required to confirm that they have read, understood and will comply with this policy and our Anti-harassment and Bullying Policy.

Staff already employed as at the date of introduction of this policy will be required:

- to read this policy and Tom's Trust's Anti-harassment and Bullying Policy and to confirm that they have understood and will comply with both within three months of their launch; and

- to undertake Diversity, Equity and Inclusion training within twelve months of its launch.

We will also provide equality and diversity training regularly.

5. Discrimination

Tom's Trust will not tolerate unlawful discrimination against or harassment of people including current and former employees, colleagues, job applicants, beneficiaries, donors, supporters, funders, visitors, any third parties we work with or anyone else. This applies in the workplace, outside the workplace, and on work-related trips or events including social events and conferences.

The following forms of discrimination are prohibited under this policy and are unlawful:

- **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.

- **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others and is not justified. For example, requiring a job to be done full-time rather than parttime would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.

- **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. Harassment is dealt with further in our Anti-harassment and Bullying Policy.

- **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment. This includes where someone mistakenly believes that the person victimised has done so.

- **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

6. Recruitment and selection

Recruitment, promotion and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. When recruiting or promoting, we will aim to take steps to improve the diversity of our workforce and provide equality of opportunity. Shortlisting and interviewing will be done by more than one person where possible. Our recruitment procedures will be reviewed regularly to ensure that individuals are objectively assessed on the basis of their relevant merits and abilities.

Vacancies will generally be advertised to a diverse section of the labour market. Advertisements will avoid stereotyping or using wording that may discourage particular groups from applying. They shall include a short policy statement on equal opportunities and our commitment to diversity, equity and inclusion in the workplace and state that a copy of this policy will be made available on request.

Job applicants will not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants will not be asked whether they are pregnant or planning to have children.

Job applicants will not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Where

necessary and lawful, job offers may be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which will not be used for selection or decision-making purposes.

We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status will not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, will be required to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation.

7. Flexible Working

All employees now have the legal right to request flexible working from the first day of employment, in line with statutory changes introduced in April 2024. We will consider all such requests fairly and in accordance with our policies and the law.

We recognise that flexible working can be especially important in supporting employees through different life stages or health-related challenges. For example, individuals experiencing menopause may benefit from flexible working arrangements to help manage symptoms and maintain wellbeing at work.

8. Disabilities

We encourage all those we work with who are or become disabled or are diagnosed or identify as neurodiverse to tell us about any condition so that we can consider what reasonable adjustments or support may be appropriate.

9. Part-time and fixed-term work

Part-time and fixed-term employees will be treated the same as comparable full-time or permanent employees and shall enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate) unless different treatment is justified.

10. Breaches of this policy

Tom's Trust takes a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination and victimisation may amount to gross misconduct resulting in dismissal.

Anyone who believes they have suffered harassment, bullying or discrimination, or witnessed it happening to someone else in the workplace, can raise the matter through our Grievance Procedure or Anti-harassment and Bullying Policy as appropriate. Complaints will be treated in confidence and investigated as appropriate.

We encourage the reporting of all types of potential discrimination, as this assists us in ensuring that diversity, equity and inclusion principles are adhered to in the workplace. Tom's Trust will not tolerate victimisation or retaliation against staff who complain about or report discrimination. Anyone who believes they have been victimised for making a complaint or report of discrimination or who has witnessed it happening to someone else in

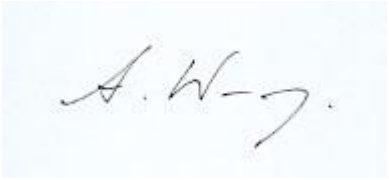
the workplace, should raise this through our Grievance Procedure. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.

11. Training and awareness

This policy is communicated to all Tom's Trust staff, trustees, and volunteers to ensure its effectiveness and is made publicly available for the interest of stakeholders. It is reviewed biennially to retain relevance and to ensure it is current to the nature of Tom's Trust and the services we provide as an organisation.

12. Review

Tom's Trust Diversity, Equity and Inclusion Policy will be formally reviewed every two years or sooner if required by organisational change or external regulation. Next review due: June 2027.



Andrew Woosey
Chair of Trustees
June 2025