

Review Date- 01/06/2026

## **Trinity Support Services Equality and Diversity Policy**

### **Purpose**

Trinity Support Services is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our service users, and for each employee to feel respected, supported, and able to give their best.

The organisation, through its provision of services and facilities is also committed to protecting customers and the public from unlawful discrimination.

### **Policy Aims To:**

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time, or full-time.
2. Not unlawfully discriminate based on any of the protected characteristics defined by the Equality Act 2010:
  - Age
  - Disability
  - Gender reassignment
  - Marriage and civil partnership
  - Pregnancy and maternity
  - Race (including colour, nationality, and ethnic or national origin)
  - Religion or belief
  - Sex
  - Sexual orientation
3. We also recognise that socioeconomic background, caring responsibilities, and intersectional identities can influence experiences of discrimination. While not legally protected characteristics, we strive to support all individuals facing disadvantage.
4. Oppose and avoid all forms of unlawful discrimination, including in:
  - Pay and benefits
  - Terms and conditions of employment
  - Grievance and disciplinary procedures
  - Dismissal and redundancy
  - Parental leave

- Requests for flexible working
- Recruitment, promotion, training, or development opportunities

## Our Commitments

Trinity Support Services commits to:

1. Promoting equality, diversity and inclusion in the workplace as good practice and sound business sense.
2. Creating a workplace free from bullying, harassment, victimisation, and unlawful discrimination, and one that promotes dignity and respect for all. We value individual differences and the contributions of all employees.
  - All staff receive regular training on their rights and responsibilities regarding equality and inclusion.
  - Managers and leaders are expected to model inclusive behaviours and hold others accountable.
3. Taking complaints seriously whether made by employees, service users, suppliers, or the public.
  - Complaints will be handled via the organisation's grievance or disciplinary procedures.
  - Serious breaches may result in dismissal, and criminal behaviour (e.g. harassment or assault) may be referred to the police.
4. Providing inclusive recruitment and development opportunities:
  - Inclusive hiring practices such as anonymised CVs, diverse interview panels, and adjustments for disabled applicants will be prioritised.
  - Training and development opportunities are open to all, and we encourage all staff to fulfil their potential.
5. Making reasonable adjustments to support employees with disabilities or long-term health conditions to access and remain in employment.
6. Providing inclusive facilities, such as accessible meeting spaces and gender-neutral restrooms where possible, to support a respectful and inclusive work environment.
7. Ensuring staff decisions are based on merit, apart from lawful exemptions allowed under the Equality Act 2010.

8. Reviewing employment practices regularly to ensure fairness, legal compliance, and continuous improvement.
9. Monitoring workforce diversity by characteristics such as age, gender, ethnicity, religion, disability, and sexual orientation.
  - We will assess how this policy is working in practice and take action to address any issues identified.
10. Operating a zero-tolerance approach to hate speech, microaggressions, and discriminatory “banter”.
  - Staff are encouraged to speak up and report inappropriate behaviour via appropriate channels.

### **Agreement to Follow this Policy**

This policy is fully supported by Trinity Support Services Directors and Senior Management and is expected to be followed by all employees, contractors, and volunteers.

### **Grievance and Disciplinary Procedures**

Details of the organisation’s grievance and disciplinary procedures can be requested at any time. Normally, grievances should be raised with a line manager.

Using the grievance procedure does not affect an employee’s right to take a case to an employment tribunal within three months of the alleged discrimination.

### **Policy Review Statement**

This policy will be reviewed annually or sooner in response to changes in legislation, regulation, or best practice.

### **Contact Information**

For any questions or concerns regarding this policy or staff are encouraged to contact the following individuals:

- Zoe Ashman (Company Director)
  - Email: [zoe.ashman@trinitysupportservices.info](mailto:zoe.ashman@trinitysupportservices.info)
- Tracy Dean (Company Director)
  - Email: [tracy.dean@trinitysupportservices.info](mailto:tracy.dean@trinitysupportservices.info)