



DIOCESAN BOARD OF FINANCE

Equal Opportunities Policy

Policy Summary

The Diocese of Salisbury wholeheartedly supports the principle of equality of opportunity in employment. It is a central part of the Christian faith that all human beings are created in the divine image, and all are valued equally by God and share equally in God's love.

The DBF is committed to eliminating unlawful discrimination in any form under the Equality Act (2010) and aims to ensure that no job applicant, employee or worker receives less favourable treatment on the grounds of protected characteristics

This policy applies to employees of the Diocesan Board of Finance as well as to volunteers, temporary agency staff and those with honorary contracts of employment. Non-executive members and contractors are expected to comply with its provisions and act within the spirit of the policy.

Table of Contents

1.	Introduction.....	3
2.	Key Responsibilities.....	3
3.	Principles.....	4
4.	Implementation.....	4
5.	Applicant and Workforce Monitoring.....	6
6.	Status of This Policy.....	6
7.	Review	6
8.	Annex A: Definitions	6
9.	Annex B: Code of Practice on Disability and Reasonable Adjustments.....	7

1. Introduction

1.1 The DBF is committed to eliminating unlawful discrimination in any form under the Equality Act (2010) and aims to ensure that no job applicant, employee or worker receives less favourable treatment on the grounds of:

- age,
- disability,
- gender reassignment,
- marital status,
- pregnancy and maternity,
- race (including colour, ethnicity and nationality),
- sex,
- sexual orientation,
- political affiliation
- religion or belief (see 3.4 below).

Discrimination is defined in the Equality Act (2010), details of which can be found in Annex A.

1.2 As employers the DBF aims to encourage an environment where regardless of background, staff are encouraged, supported and developed to allow them to contribute positively to delivering the objectives of the organisation and to realise their potential.

2. Key Responsibilities

2.1 The DBF's Responsibility as an Employer:

The responsibility for ensuring that the terms of the policy are adhered, lies with the Diocesan Secretary. It is, however, the responsibility of all senior staff and those in line management/supervisory responsibilities to actively promote equality of opportunity in line with the Equality Act (2010).

2.2 Individual Responsibility

It is the responsibility of every member of staff to ensure the application of this policy. The success of the policy depends on the contribution made by everyone, in their own behaviour, in discouraging discrimination by colleagues and in encouraging good practice.

2.3 Additional role of all Directors and managers

All managers have a responsibility to encourage their staff to familiarise

themselves with this policy, to avail themselves of the relevant training and to attempt to change any discriminatory attitudes prevailing among their staff.

3. Principles

3.1 Overall principles

The DBF aims to provide equality of opportunity for all members of staff and for all applicants for employment. The DBF aims to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, career development and other aspects of employment are based solely on objective and job-related criteria.

3.2 Recruitment, selection and career development

The DBF and its employees will not unlawfully discriminate in recruitment, selection and career development, directly or indirectly, between employees or between job applicants

3.3 Other human resource policies

The DBF is also committed to equality of opportunity in all other aspects of human resource policies and practice, including terms and conditions of employment, training (including induction and orientation programmes), remuneration, work allocation, appraisal, disciplinary and dismissal procedures and exit and termination mechanisms.

3.4 Religious affiliation criterion for a limited number of posts

Given that all the parties to this policy seek in one way or another to serve the Church of England, with regard to the recruitment of a very limited number of posts, the Equality Act allows employers to apply justifiable and proportionate "Occupational Requirements" ("ORs") to specific roles. The OR will be clear at the point of advertising.

4. Implementation

4.1 Recruitment and selection

The DBF's recruitment and selection procedures are designed to recruit the most suitable person for the post based on their individual skills and abilities. The DBF may seek to draw opportunities to the attention of groups that are under-represented in the workforce or in the relevant part of the workforce.

4.2 Posts will always be advertised internally when advertised externally in order to provide opportunities for existing staff as part of a development and retention strategy.

4.3 Raising Awareness of this Policy

The Diocesan Secretary, Directors and line managers will take steps to raise the awareness of this policy and its application among all members of staff and volunteers.

4.4 All employees involved in recruitment and selection, promotion and management will be appropriately trained so that they can apply the principles set out in this policy.

4.5 The DBF will also work towards ensuring that those involved in recruitment and selection and promotion who are not employees, such as those Board members who sit on appointments panels, are aware of and abide by the provisions of the relevant legislation and this policy.

4.6 Career development

The DBF is committed to providing equality of opportunity for career development for all members of staff with skills, experience, qualifications, training, attitudes and aptitudes required for specific posts.

4.7 Harassment, bullying in the workplace and victimisation

Employees are entitled to a workplace environment free from hostility. Intimidating behaviour also prevents employees working effectively and denies them job satisfaction. Harassment, bullying and victimisation can occur as a result of their race, colour, nationality, gender or any of the other protected characteristics. They are all unacceptable and are potentially disciplinary offences. (Such behaviour may also in some cases be illegal.) The Policy on Bullying and Harassment in the Workplace sets out the principles and procedures for dealing with this.

4.8 People with disabilities

The DBF is committed to providing equality of opportunity, wherever practicable and making reasonable adjustments where necessary, to all members of staff and applicants for employment where they have a declared disability. The code of practice in Annex B sets out the way in which we will implement this procedure.

4.9 Grievance and disciplinary procedures

Grievance procedures are in place in the Diocese for employees to pursue complaints including allegations of unfairness in relation to selection, career development (for example, promotion) or training decisions. These are set out in DBF Staff Handbook.

4.10 The DBF will not tolerate acts which breach this policy and all instances of such behaviour or alleged behaviour will be taken seriously and fully and promptly investigated. Action by any employee which is contrary to this policy renders that person liable to disciplinary action which may lead to dismissal.

4.11 Those making a complaint in good faith will be given a full, fair and sensitive hearing and may do so without fear of subsequent victimisation.

4.12 **Awareness of this Policy**

All members of staff, members of the main committees of the Diocese and prospective members of staff will be made aware of this policy.

5. Applicant and Workforce Monitoring

5.1 The DBF will continually monitor the effectiveness of this policy and consider what action is needed to bring about change where necessary.

5.2 The DBF accepts the responsibility to consider carefully any recommendations made to it under this policy. If the DBF agrees that change is needed, the DBF will provide, where reasonable and practicable, with the resources necessary for implementing those recommendations.

6. Status of This Policy

6.1 This policy and procedure form part of the terms and conditions of all DBF employees.

7. Review

7.1 In consultation with Senior Staff, the Diocesan Secretary will formally review this policy and its accompanying codes of practice at least every three years and, if necessary, make recommendations about changes to the Board of Finance.

8. Annex A: Definitions

Direct Discrimination occurs when a person is treated less favorably than others in similar circumstances on the grounds of race, colour, national or ethnic origins, sex, sexual orientation or perceived sexuality, marital status, disability, membership or non-membership of trade union, "spent convictions" of ex-offenders, class, age, politics, religion or belief.

Indirect Discrimination occurs when a condition or requirement is imposed which adversely affects one particular group considerably more than another and cannot be strictly justified in terms of requirements for performing the job.

Harassment is defined as unwanted, unreciprocated and/or uninvited comments, looks, actions, suggestions or physical contact that is found objectionable and offensive and that might threaten an employee's job security or create an intimidating working environment. Harassment is particularly liable to occur as part of sexual or racial discrimination.

Victimisation is defined as singling out of an individual for harsh treatment, or unfair action/sanction.

9. Annex B: Code of Practice on Disability and Reasonable Adjustments

- 9.1 The DBF is committed to providing equality of opportunity, wherever practicable, and making reasonable adjustments where necessary to members of staff and applicants for employment where they have a disability. The DBF recognises that people with disabilities can offer exactly the same range of skills and talents and the same level of commitment to their employer as other people.
- 9.2 Under the Equality Act 2010, the definition of a disability is a physical or mental impairment that has a substantial and long-term negative effect on someone's ability to do normal daily activities. Substantial is more than minor or trivial. Long-term means 12 months or more.
- 9.3 The DBF recognises that people with disabilities do not constitute a uniform group whose conditions are apparent. Indeed, the opposite is the case. People with disabilities may include both physical and mental impairments and those with progressive illnesses. The DBF recognises that each person is an individual and should be treated as such.
- 9.4 The DBF will take reasonable and practicable steps to ensure that the working environment does not unfairly preclude people with disabilities from carrying out duties for which they are suitably qualified. This may include relocating individuals or modifying existing accommodation as appropriate and reasonable.
- 9.5 The DBF will take specific steps to raise awareness of disability matters throughout the organisation. Priority will be given to raising the awareness of staff involved in recruitment and selection, senior managers and those regularly involved in face-to-face contact with the public.

Approve and Review

Policy applicable to:	DBF Employees
Approved by:	People and Wellbeing Committee
Approved date:	8th May 2024
Policy owner (Director title):	People Director
Policy author (Name and job title):	Human Resources
Review cycle:	Biannual

Revision History

Version No.	Revision Date	Revised By	Summary of Changes
Version 2	April 2024	Human Resources	The policy has been updated in line with ACAS guidelines and best practices.
Version 3	October 2025	Sam Giddens	Updating policy to new format