

Malaria Consortium

Equal Opportunities Policy



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1 Purpose and Context

Malaria Consortium is committed to a policy of equal opportunities. Malaria Consortium believes in the importance of equal opportunities as intrinsic to how it operates which is in line with its mission. Although this policy is derived from our legal obligations under United Kingdom (UK) law, Malaria Consortium has adopted the principles and practice of equal opportunities and associated laws for the organisation as a whole. The aim of this policy is to assist the organisation put this commitment into practice.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated within the realms of this policy and the Dignity at Work Policy is essential to the organisation's values. Compliance with this policy will also ensure that staff members do not commit unlawful acts of discrimination.

The Law

In the UK it is unlawful to discriminate directly or indirectly in recruitment or employment. As noted above Malaria Consortium applies this non-discriminatory practice to recruitment and employment globally in every area of its work and amongst its staff group. In the work place discrimination affects the terms and conditions of a staff member's employment, through a variety of actions such as improper disciplinary action, discriminatory hiring or promotion decisions, derogatory comments, harassment, as well as inaction.

Discrimination after employment is also unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics (referenced below).

Staff must not discriminate against or harass a member of the public in the provision of services or goods. It is also unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability.

2 Principles

We are committed to actions that make this policy effective and will bring this policy to the attention of all staff. All staff have a duty to act in accordance with this policy and to treat colleagues, partners, stakeholders and service providers with dignity and respect at all times.

Recruitment, selection, advancement, compensation, dismissal and other employment decisions will be made based on a number of factors such as competencies, experience, qualifications, abilities and the performance of individual staff members.

At all times Malaria Consortium, will:

- select, recruit, develop and promote the very best people, basing its judgement on the suitability of the candidate for the role;
- ensure that nepotism is not used as a basis to select candidates or external providers;
- ensure all applicants and staff members receive fair and equal treatment;
- maintain a working environment free from harassment and intimidation;
- ensure that existing and new legislative acts based on a stated right to equal treatment are strictly adhered to; and

- deal speedily and effectively with any complaints of alleged discrimination and/or harassment, ensuring all such complaints are fully investigated and that remedial action is taken where necessary.

3 Scope

This policy applies to all staff members, interns, volunteers and trustees at Malaria Consortium. In addition this policy applies to individuals whom the organisation contracts to do work on its behalf, including partners, consultants, vendors and contractors.

4 Definitions and terms

Discrimination is any action taken against an individual which affects their political, social and economic rights due to the individuals, age, disability, gender, gender reassignment, pregnancy and maternity status, race (which includes colour, nationality and ethnic or national origin), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These characteristics are known legally under the UK Equality Act 2010 as "protected characteristics".

Types of Discrimination

Discrimination may be direct or indirect and it may occur intentionally or unintentionally. Below is a list of definitions which explain the different types of discrimination. This is not an exhaustive list but a guidance to bring awareness of different types of discrimination.

Direct discrimination occurs where an individual is treated less favourably because of one or more of the protected characteristics (see above). As an example, rejecting an applicant because of their sexual orientation because a manager thinks they would not "fit in" or refusing to employ a woman because she is pregnant, is direct discrimination; or rejecting an applicant because they do not belong to the same social group. In limited circumstances, employers can discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim. A decision to not hire an individual due to a protected characteristic must be discussed with the HR Director for approval, before a candidate is rejected.

Indirect discrimination occurs when an organisation's practices, policies or procedures have the effect of disadvantaging people who share certain protected characteristics.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic (although it does not cover harassment) because of marriage, civil partnership, pregnancy and maternity status.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that they have a particular protected characteristic when they do not, have that protected characteristic (excluding marriage, civil partnership, pregnancy and maternity status).

Harassment is unwanted conduct that has the purpose or effect of violating an individual's dignity or creating an intimidating hostile, degrading, humiliating or offensive environment for the individual.

Sexual harassment is unwelcome sexual advances, requests for sexual favours, and other verbal or physical harassment of a sexual nature, which makes an individual feel distressed, intimidated and is considered offensive.

Nepotism is a form of discrimination and an act in which family members or friends are hired for reasons that do not necessarily fulfil the requirement of a role or service as opposed to hiring based on competencies, skills and ability.

Discrimination also includes victimisation. This is less favourable treatment of an individual who has complained or given information about discrimination or harassment or supported someone else's complaint.

5 Implementation

Malaria Consortium will take all reasonable steps to eliminate discrimination and harassment in every area of its work, strategic and operational.

Malaria Consortium managers' are responsible for supporting and implementing the Equal Opportunities Policy by ensuring it is understood and adhered to by staff, interns, volunteers, trustee's partners, consultants, vendors and contractors.

Staff members are expected to fully comply with the Equal Opportunities Policy. If staff members are found to be in breach of the policy it will lead to disciplinary action and possible dismissal as this also breaches the organisations Code of Conduct and Dignity at Work Policies. Deliberate acts of discrimination or harassment will be considered as gross misconduct.

The organisation will provide training in equal opportunities to managers and others likely to be involved in recruitment or other decision-making where equal opportunities issues are likely to arise. The organisation will provide training to all existing and new staff and others engaged to work with the organisation to clarify rights and responsibilities under the Dignity at Work Policy and relevant actions that must be undertaken to create a working environment free of bullying and harassment.

Complaints/Grievances

If staff are a subject of harassment their complaint/grievance can be managed formally or informally. The aim of the organisation is to deal with all complaints promptly and in a consistent manner.

Informally, staff should speak to their line manager or ask a colleague to speak in confidence on their behalf. The line manager will offer advice and may investigate further.

Formally, staff members should use the grievance procedure as per the Grievance Policy. Staff members must appreciate that the organisation may only be able to take formal action if a formal complaint is made. Allegations of discrimination and harassment will be dealt with quickly and taken seriously. Under no circumstances should a staff member fear victimisation for making or being involved in a complaint. Victimisation of a complainant is in itself a disciplinary offence.

Monitoring

This policy will be monitored by the HR Director and reviewed every three years by the Global Management Group. The HR Director will continue to review the effectiveness of this policy to ensure it achieves its objectives and the policy will be updated in accordance with changes in the law.

In particular, HR will monitor the ethnic and gender composition of the existing workforce and of applicants for jobs (including internal movement of staff), and the number of people with disabilities within these groups, and will review its Equal Opportunities Policy in accordance with the results of the monitoring review. If changes are required, the organisation will implement them wherever practicable.

Information provided by job applicants and staff members for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection Act 1998.

The Equal Opportunities Policy is non-contractual and may be amended from time to time.

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