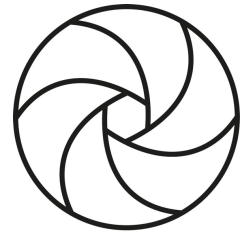


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LUX

LUX Equal Opportunities Policy

1. Introduction

1.1 LUX is fully committed to an Equal Opportunities Policy both in its responsibility as an employer and with all individuals and groups. This policy manifests itself in a number of ways including matters of membership (where we encourage our members and applicants for affiliation to work to an Equal Opportunities Policy), of the use of resources, or working with e.g. ethnic minority or disability groups, and in all aspects of our work.

1.2 LUX will strive to treat all employees and prospective employees with equal fairness.

2. Policy

2.1 LUX is committed to a policy of providing equal employment opportunity in all employment practices. Employment will be based on individual capabilities and skill regardless of gender, sexual orientation, race, colour, ethnic or national origin, religion, belief, age, marital status, trade union membership or disability.

2.2 This responsibility includes equal treatment in all aspects of reward structure, recruitment, performance reviews, assistance in career development.

2.3 Selection criteria and procedures will be monitored and regularly reviewed to ensure that individuals are treated on the basis of skills, experience and abilities.

3. Employer Responsibilities

3.1 Responsibility for implementation of the policy is delegated by the LUX Board of Trustees to the Director on a day to day basis.

3.2 The Director will bring this policy to the attention of all employees.

3.3 The Director will arrange training, as appropriate, designed to support the policy and its implementation. LUX appreciates that employees dealing with the public and interviewing job applicants will need to be especially aware of good practice in this area.

3.4 Procedures and selection criteria will be regularly reviewed for the avoidance of the potential for direct or indirect discrimination. Reviews will have a particular focus on job descriptions, skill requirements and selection and interviewing techniques.

3.5 LUX has a duty of care to all employees which includes protection from harassment in the workplace. The organisation will not tolerate harassment of or by any employee and will

take measures to handle such issues.

4. Employee Responsibilities

- 4.1 It is the responsibility of all employees to promote and observe the equal opportunities policy of LUX in all their dealings on behalf of LUX both in respect of other employees and contacts with individuals and organisations external to LUX.
- 4.2 Employees failing to comply with the LUX Equal Opportunities Policy may bring the organisation into disrepute, which could result in disciplinary action being brought against the employee, which could include dismissal.
- 4.3 Employees who consider that they have been subject to harassment or discrimination should initially, wherever possible, formally ask the person responsible to stop the harassing behaviour and explain that it offends or makes them feel uncomfortable and is interfering with their work.
- 4.4 If the behaviour continues or it is not appropriate to handle the matter informally then the employee should instigate the formal procedure by raising a grievance with the Line Manager or Administrator. Where the employee causing the harassment is the Administrator then the employee should raise a formal grievance with the Chair.

5. Harassment

- 5.1 LUX will not allow harassment of employees or members of the public.
- 5.2 Harassment means “unwanted actions, behaviour or comments which are offensive to the recipient. Behaviour that is unsolicited and makes the recipient feel threatened or humiliated and creates an intimidating working environment. Harassment is defined by the impact, not the intention, of the behaviour.”
- 5.3 Harassment can take many forms of behaviour: verbal, non-verbal, physical or other.
- 5.4 Harassment can take a number of forms but the most common are sexual, racial and bullying.

6. Sexual Harassment

- 6.1 Sexual harassment is a form of sex discrimination. It is unlawful behaviour contrary to the Sex Discrimination Act 1975.
- 6.2 LUX considers sexual harassment to be: “unwanted conduct of a sexual nature which is offensive to the recipient. It refers to behaviour that is unsolicited, personally offensive and that affects the dignity of men and women at work.”

6.3 Examples of sexual harassment include but are not exclusive to:-

- verbal propositions, innuendo, suggestive remarks, unwanted continued suggestions for social activity outside work;
- non-verbal: display of sexually offensive pictures (male or female), sexually suggestive gestures, written material;
- physical, touching, pinching, brushing against another employee's body; or
- other – offensive or unwanted comments about appearance, dress or personal characteristics.

7. Racial Harassment

7.1 Racial harassment is a form of race discrimination. It is unlawful behaviour contrary to the Race Relations Act 1976.

7.2 LUX considers racial harassment to be: “unwanted conduct aimed at the racial origin, ethnic or national origin, religion or beliefs of an employee. Racial discrimination denigrates a person because of their racial origin, national or ethnic background, beliefs or religious convictions”

7.3 Examples of racial harassment include but are not exclusive to:-

- verbal: abusive remarks, racist jokes;
- non-verbal: graffiti, gestures; or
- physical: physical threats, assaults.

8. Workplace Bullying

8.1 There is no legislation in the UK, which specifically deals with bullying in the workplace. However such behaviour does have a similar impact to that of harassment of an individual and an employee can seek redress under breach of contract claims, health and safety legislation, common law duty of care, and in extreme cases criminal liability.

8.2 LUX considers bullying to be “intentional intimidation or belittling of an individual which makes the recipient feel upset, threatened, humiliated or vulnerable and undermines their self-confidence.”

8.3 Examples of workplace bullying include but are not exclusive to:-

- shouting or swearing at people in public and private;
- persistent unwarranted criticism;
- gossip or slander;
- ignoring or deliberately excluding people;
- picking on one person when there is a common problem;
- spreading malicious rumours;

- constantly undervaluing effort; or
- dispensing disciplinary action, which is totally unjustified.

8.4 In some instances the following may also contribute to actions which constitute bullying:-

- withholding information or supplying incorrect information;
- deliberately sabotaging or impeding work performance;
- removing areas of responsibility without explanation;
- imposing inappropriate menial tasks;
- consistently imposing excessively demanding tasks with the expectation of failure; or
- blocking applications for holiday without a valid business reason.

9. Harassment Procedure

9.1 Informal Action

1. Employees who believe that they have been subject to harassment or discrimination should, initially, wherever possible, formally ask the person responsible to stop the harassing behaviour and explain that it offends or makes them uncomfortable and it is interfering with their work. In most cases this will be enough to stop the harassment.
2. No further informal action will be taken without the consent of the employee making the complaint unless there is a legal requirement to do so.
3. In some circumstances it may be too difficult or embarrassing for an individual to do this. If the behaviour continues or it is not appropriate to resolve the problem informally, the next stages in the procedure should be followed.

9.2 Formal Action

1. If an employee considers that they have been harassed and an informal approach has not been effective they should complain to their Line Manager or the Chief Executive. If the complaint is being made about the Administrator they should complain to the Chair. The complaint should be made in writing in the form of a signed and dated statement.
2. The complaint will be investigated under the disciplinary procedure.

Reviewed February 2022