



# Equality and diversity policy

## General statement

Coventry MotoFest Ltd. is committed to be an equal opportunities organisation. Coventry MotoFest Ltd. recognises and embraces the benefits that derive from diversity in our activities and in our staff and volunteer team.

Coventry MotoFest Ltd. is committed to eliminating discrimination and providing equal treatment in all practices, policies and procedures in all areas of employment and volunteering, regardless of race, nationality, colour, ethnicity, sex, marital or civil partner status, gender reassignment, sexual orientation, religion or belief, age, disability or political persuasion.

This policy relates to any person employed by or volunteering with Coventry MotoFest Ltd. It also dictates Coventry MotoFest Ltd's approach to any person Coventry MotoFest Ltd. has dealings with, including, consultants, external providers, suppliers and contractors. At Coventry MotoFest Ltd. we embrace diversity by valuing and respecting difference.

## Legislation

It is unlawful to discriminate against individuals either directly or indirectly on the grounds of race, nationality, colour, ethnicity, sex, marital or civil partner status, gender reassignment, sexual orientation, age, or religion or belief.

It is unlawful to directly discriminate against individuals on the grounds of disability. It is also unlawful to treat a disabled person less favourably for a reason that relates to their disability unless the less favourable treatment can be justified. The law also requires employers to make reasonable adjustments to accommodate the needs of a disabled person.

Whilst we have tried to interpret the legislation as accurately as possible, the relevant statutory provisions prevail over this policy.

Codes of Practice relating to race, sex and disability discrimination have been produced by the Commission for Racial Equality, the Equal Opportunities Commission and the Disability Rights Commission and have been used as the basis for this policy together with reference to guidelines issued by the Solicitors

Regulation Authority. Coventry MotoFest Ltd. is committed to implementing these codes and any future codes of practice.

## Forms of discrimination

The following are the kinds of discrimination that are against Coventry I Ltd's policy:

- Direct discrimination occurs when a person is treated less favourably than another is treated, or would be treated, on grounds of race, nationality, ethnicity, colour, sex, marital or civil partner status, gender reassignment, sexual orientation, age (unless it is justified), disability or religion or belief. Direct discrimination can also occur when a person is treated less favourably than another is treated, or would be treated on grounds of, or the perception of sexual orientation or age (unless it is justified).
- Indirect discrimination occurs when a provision, criterion, practice, requirement or condition is applied across all groups, but which would put members of a particular group at a disadvantage, or has a disproportionately adverse effect on one particular group by reason of race, nationality, ethnicity, colour, sex, marital or civil partner status, gender reassignment, sexual orientation, age (unless it is justified) or religion or belief.
- Less favourable treatment, as used in relation to disability discrimination, occurs when a person with a disability is treated in a detrimental way in circumstances when a person without that disability would not be so treated.
- Harassment occurs when there is unwanted conduct relating to or on the grounds of race, nationality, ethnicity, colour, sex, marital or civil partner status, gender reassignment, sexual orientation, age, religion or belief or disability, which has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person, or is considered or perceived by that person to have the effect of violating a person's dignity on the aforementioned grounds or of creating an intimidating, hostile, degrading, humiliating or offensive environment for an individual, even if this effect was not intended by the person responsible for the conduct. Harassment may involve physical acts or verbal and non-verbal communications and gestures.
- Failure to make reasonable adjustments occurs when steps are not taken to make reasonable adjustments, in all arrangements and practices, to prevent



a person with a disability being put at a substantial disadvantage, when compared with a person without a disability.

- Victimisation occurs where someone is treated less favourably than others because he or she has alleged unlawful discrimination or supported an individual to make a complaint or give evidence in relation to a complaint.
- It is also unlawful to treat a woman less favourably than others because she is pregnant or exercising her right to maternity leave, or to treat an employee less favourably because he or she is exercising the right to take paternity leave. The law treats less favourable treatment on account of pregnancy as being the same as less favourable treatment on grounds of sex.

## Equal opportunities in employment and volunteering

Coventry MotoFest Ltd. prohibits unlawful discrimination and will provide equal opportunities in all aspects of employment and volunteering including, but not limited to recruitment, promotion, opportunities for training, pay and benefits, terms of employment, discipline and selection for redundancy. Candidates for employment or promotion will be assessed objectively against the requirements for the position, taking account of any reasonable adjustments that may be required for candidates with a disability.

## Recruitment and promotion processes

During its recruitment and promotion processes Coventry MotoFest Ltd. will take steps to ensure that applications are attracted from a diverse range of people, regardless of race; nationality, colour, ethnicity, sex, marital or civil partner status, gender reassignment, sexual orientation, religion or belief, age or disability.

Where employment agencies or third parties are used to recruit employees, they shall be informed that Coventry MotoFest Ltd. is an equal opportunities organisation and shall be asked to abide by Coventry MotoFest Ltd's policies on equal opportunities. They will also be provided with a copy of this policy.

Reasonable adjustments will be considered throughout all stages of the recruitment and promotion processes so as not to disadvantage those with disabilities. When considering a disabled candidate's suitability for a position, they will be assessed on the assumption that any reasonable adjustments have been made or will be made.



Selection procedures and criteria will be fair, appropriate and objective. Each candidate will be assessed according to their merits and their capabilities to carry out the job. Any criteria which disadvantages certain protected groups will be included only when justifiable and necessary with regards to the job to be done.

## Dealings with third parties

Where Coventry MotoFest Ltd. instructs or utilises the services of agencies, contractors or sub-contractors, they shall where appropriate, be informed that Coventry MotoFest Ltd. is an equal opportunities organisation and shall be asked to abide by Coventry MotoFest Ltd's policies on diversity and equal opportunities. They will also be provided with a copy of this policy on request.

## All dealings

Coventry MotoFest Ltd. will deal with all persons with the same attention, courtesy and consideration, regardless of race, colour, ethnic or national origins, sex, marital status, sexual orientation, religion or belief, age or disability.

Every employee and volunteer is required to assist Coventry MotoFest Ltd. in meeting its commitments to provide equal opportunities in all aspects of employment and prevent / avoid unlawful discrimination.

Employees and volunteers can be held personally liable as well as, or instead of, Coventry MotoFest Ltd. for any act of unlawful discrimination. Employees or volunteers who commit serious acts of harassment may be guilty of a criminal offence.

Coventry MotoFest Ltd. is also committed to protecting its employees and volunteers from discrimination by third parties. Any employee or volunteer who has concerns about the conduct of 3<sup>rd</sup> parties or persons outside Coventry MotoFest Ltd. towards him or her in the course of employment should speak to the Trustee.

## Disciplinary and grievance procedures

Coventry MotoFest Ltd. will not tolerate discrimination in any form and any acts of discrimination; less favourable treatment, failure to make reasonable adjustments, harassment or victimisation on any prohibited grounds by employees or volunteers of Coventry MotoFest Ltd. could result in disciplinary



action and may constitute gross misconduct.

This policy applies to all who work and are employed by Coventry MotoFest Ltd, including volunteers. Failure to abide by or adhere to this policy may result in disciplinary action being taken.

Any employee or volunteer who believes that discrimination is taking place, should talk to a Director in the first instance. Any other individual who believes that discrimination is taking place, whether they be contracted to work for Coventry MotoFest Ltd or with whom Coventry MotoFest Ltd. has dealings, should raise any concerns or complaints with the Directors in the first instance.

## Application

This policy applies to all those working for Coventry MotoFest Ltd. and any of the projects directly operating under the statutory and legal covering of Coventry MotoFest Ltd.

This policy will be monitored periodically by Coventry MotoFest Ltd. to judge its effectiveness.



Last reviewed: July 2023

Next review due: July 2024