

Equality, diversity and inclusion policy

The Psychedelic Society is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society, and for each employee to feel respected and able to give their best.

You and any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics)

ABOUT THIS POLICY

This policy sets out our approach to equality, diversity and inclusion and the avoidance of discrimination at work. It applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

1. OUR COMMITMENTS

We commit to:

- 1.1. providing any goods, services and/or facilities it may provide, opposing unlawful discrimination of members, attendees, contractors or the public.
- 1.2. promoting and upholding equality, fairness and respect for all in our employment, whether temporary, freelance, part-time or full-time
- 1.3. providing equality, fairness and respect for all our third-party contractors
- 1.4. not unlawfully discriminating based on protected characteristics
- 1.5. opposing and avoid all forms of discrimination as defined in the below. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities
- 1.6. Encouraging equality, diversity and inclusion in the workplace as they are good practice

and make business sense

- 1.7. Creating a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all collective members are recognised and valued.
- 1.8. Informing and where appropriate, training managers, team leaders and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy.
- 1.9. Making opportunities for training, development and progress available to all employees, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- 1.10. Reviewing our employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

2. DISCRIMINATION

Employees, contractors and anyone representing The Psychedelic Society must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts), and on work-related trips or events including social events.

The following forms of discrimination are prohibited under this policy and are unlawful:

- 2.1. **Direct discrimination:** treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of religious views or because of their sexuality
- 2.2. **Indirect discrimination:** a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.

- 2.3. **Harassment:** this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-harassment and Bullying Policy.
- 2.4. **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- 2.5. **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

3. RECRUITMENT AND SELECTION

3.1. Recruitment, promotion and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person if possible.

3.2. Vacancies should be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

3.3. Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.

3.4. Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check

that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

3.5. If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

3.6. We will regularly monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability

3.7. Monitoring will also include assessing how the equality, diversity and inclusion policy, and any initiatives that underpin, are working in practice, reviewing them annually, and considering and taking action to address any issues.

4. BREACHES OF THIS POLICY

4.1. Such acts will be dealt with as misconduct under the organisation's grievance and disciplinary procedures (currently under development), investigated and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

4.2. We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

4.3. If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure or Anti-harassment and Bullying Policy. Complaints will be treated in confidence and investigated as appropriate.

4.4. You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedures



