



## EQUALITY AND DIVERSITY POLICY

### POLICY STATEMENT

1. Radio Christmas aims to be an exemplar organisation, demonstrating excellence in equality and diversity. We strive to be inclusive by respecting one another, promoting and achieving equality of opportunity, valuing diversity, and providing an accessible, responsive service to our listeners and volunteers.

### PURPOSE AND SCOPE OF POLICY

2. The purpose of this policy is to ensure that our commitment to equality of opportunity and valuing diversity is reflected in all employment processes. The policy covers all Radio Christmas volunteers and employees.
3. The term 'discrimination' is used throughout this policy to mean unfair and unlawful discrimination.

### PRINCIPLES

5. Equality and diversity are central to our daily working life at Radio Christmas. We aim to prevent and remove unfair discrimination, harassment and victimisation wherever we encounter it in our work, to promote equality of opportunity in all that we do, and to value and respect differences. Relevant training and development are provided to volunteers & employees to achieve this.
6. All volunteers & employees have a responsibility to challenge, report and/or directly deal with discriminatory behaviour, unfair treatment, harassment or bullying at Radio Christmas.
7. We recognise that people have preferences about the world around them. However, every volunteer & employee has a responsibility to ensure that decisions made at work are not affected by bias or prejudice. The Equality Act (2010), states that there are nine protected characteristics and that it is unlawful to discriminate against people because of those characteristics.
8. Discrimination, harassment and victimisation are disciplinary offences which may lead to dismissal.
9. Our policy will comply with, and where appropriate exceed, the statutory requirements of the Equality Act 2010, in accordance with current good practice.

10. Under the Equality Act, Radio Christmas will have due regard to the need to:
  - eliminate discrimination, harassment and victimisation, and other conduct prohibited by the Act,
  - advance equality of opportunity between people who share protected characteristics and those who do not,
  - foster good relations between people who share protected characteristics and those who do not.

11. Radio Christmas is committed to becoming an organisation that understands the effects of disability and provides practical support so that disabled employees can perform to the best of their ability. This means ensuring they have the opportunity to discuss and request reasonable adjustments, and that managers promptly put any agreed adjustments in place. When considering reasonable adjustments, Radio Christmas will consider how best to prevent substantial disadvantage.

## OUTCOMES

12. The outcomes of this policy are that:
  - Radio Christmas acts in compliance with relevant statutory requirements, specifically the Equality Act,
  - Radio Christmas's volunteers and employees better reflect the community we serve, and the working populations around our sites, at all levels,
  - There are no significant differences between those with protected characteristics and those without,
  - Radio Christmas's volunteers & employees understand and respond effectively to the diverse needs of the communities we serve to promote equal access to our services.

## MONITORING AND REVIEW

13. Radio Christmas will monitor the effectiveness of this policy to ensure we are achieving the stated outcomes above by reviewing:
  - In consultation with the Directors and the linked charity Street Kids Direct,
  - The implementation of all other Radio Christmas policies.

14. A formal review of this policy will occur every three years unless there is a significant change in relevant legislation which triggers a review before then.

### **Radio Christmas's commitment to equality and diversity**

Radio Christmas will be an exemplary organisation, demonstrating excellence in equality and diversity issues across all areas of policy and practice, and influencing others through the high standards that we set.

In all aspects of our work, we will be:

- accessible
- inclusive
- responsive
- fair

## **Radio Christmas's Diversity Value and Rights and Responsibilities**

Diversity, as a value for us, shapes our behaviours, and we are committed to:

Valuing people and their diversity and striving to be inclusive:

- We respect others, regardless of personal differences,
- We listen to people to understand their needs and tailor our service accordingly, and,
- We promote equal access to our service for all members of the community.

It is important that people understand their rights and their responsibilities to achieve our vision and to put our values into action. To do this effectively, we expect the following behaviours:

1. Valuing diversity through treating customers and people at Radio Christmas as individuals.
2. Constructively challenging or praising others to ensure the Radio Christmas values are lived out, as well as recognising unacceptable behaviour and taking appropriate action.
3. Demonstrating an understanding of this Policy and participating in developmental activities relating to it.

## **Glossary of terms stated in the Equality Act (2010)**

### **Age**

The Act protects people of all ages. However, different treatment because of age is not unlawful direct or indirect discrimination if the employee can justify it, i.e. if the person can demonstrate that it is a proportionate means of meeting a legitimate aim.

### **Disability**

Under the Act, a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

### **Gender reassignment**

The Act provides protection for transsexual people. A transsexual person is someone who proposes to, starts or has completed a process to change his or her gender.

### **Marriage and civil partnership**

The Act protects employees who are married or in a civil partnership against discrimination. Single people are not protected.

### **Pregnancy and maternity**

A woman is protected against discrimination on the grounds of pregnancy and maternity during the period of her pregnancy and any statutory maternity leave to which she is entitled.

### **Race**

For the purposes of the Act 'race' includes colour, nationality and ethnic or national origins.

### **Religion or belief**

In the Equality Act, religion includes any religion. It also includes a lack of religion, in other words, those who do not follow a particular religion or have no religion at all.

Additionally, a religion must have a clear structure and belief system. Belief means any religious or philosophical belief or a lack of such a belief. To be protected, a belief must satisfy various criteria, including that it is a weighty and substantial aspect of human life and behaviour.

### **Sex**

Both men and women are protected under the Act.

## **Sexual orientation**

The Act protects bisexual, gay, heterosexual and lesbian people.

### **Direct discrimination**

Direct discrimination occurs when someone is treated less favourably than another because of a protected characteristic they have or are thought to have (see perception discrimination below), or because they associate with someone who has a protected characteristic (see discrimination by association below).

### **Discrimination by association**

This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

### **Perception discrimination**

This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic but is perceived as doing so.

### **Indirect discrimination**

Indirect discrimination can occur when you have a condition, rule, policy or even a practice that applies to everyone but particularly disadvantages people who share a protected characteristic. Indirect discrimination can be justified if the employee can show that you acted reasonably in managing your business, i.e. that it is ‘a proportionate means of achieving a legitimate aim’.

### **Harassment**

Harassment is “unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual”. Employees are also protected from harassment because of perception and association

### **Third-party harassment**

The Equality Act makes you potentially liable for harassment of your employees by people (third parties) who are not employees of your company, such as customers or clients. You will only be liable when harassment has occurred on at least two previous occasions, you are aware that it has taken place, and you have not taken reasonable steps to prevent it from happening.

## **Victimisation**

Victimisation occurs when an employee is mistreated because they have made or supported a complaint or raised a grievance under the Equality Act, or because they are suspected of doing so.

## **Discrimination arising from a disability**

The Act says that the treatment of a disabled person amounts to discrimination where:

- An employer treats the disabled person unfavourably;
- This treatment is because of something arising in consequence of the disabled person's disability; and
- The employer cannot show that this treatment is a proportionate means of achieving a legitimate aim,

Unless the employer does not know, and could not reasonably be expected to know, that the person has the disability

## **Discrimination through failure to provide reasonable adjustments**

Discrimination against a disabled person occurs where an employer fails to comply with a duty to make reasonable adjustments imposed on them in relation to that disabled person. The employer must:

- avoid the substantial disadvantage where a practice applied by or on behalf of the employer puts a disabled person at a significant disadvantage compared to those who are not disabled.
- remove or alter a physical feature or provide a reasonable means of avoiding such a feature where it puts a disabled person at a substantial disadvantage compared to those who are not disabled.
- provide an auxiliary aid where a disabled person would, but for the provision of that auxiliary aid, be put at a substantial disadvantage compared to those who are not disabled.

*This policy was written and reviewed by the Radio Christmas Board on 15 October 2025, and will be reviewed again in three years from this date.*

**RADIO CHRISTMAS**  
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