GASP Motor Project

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Hands on learning that helps drive change

Equality and Inclusion Policy

Agreed by the Board of Trustees:

Date: September 2025

Review Frequency: Every 2 years

Review date: September 2027

Reviewed September 2025 – no changes

Diversity and Inclusion Policy statement

GASP Motor Project is dedicated to encouraging a supportive and inclusive culture amongst the whole workforce. It is within our best interest to promote diversity and eliminate discrimination in the workplace.

Purpose and scope of this policy

Our aim is to ensure that all employees and job applicants are given equal opportunity and that our organisation is representative of all sections of society. Each employee will be respected and valued and able to give their best as a result.

This policy reinforces our commitment to providing equality and fairness to all in our employment and not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation. We are opposed to all forms of unlawful and unfair discrimination.

We believe that:

All employees, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect. When selects candidates for employment, promotion, training, or any other benefit, it will be on the basis of their aptitude and ability.

All employees will be given help and encouragement to develop their full potential and utilise their unique talents. Therefore, the skills and resources of our organisation will be fully utilised and we will maximise the efficiency of our whole workforce.

GASP commits to:

- Create an environment in which individual differences and the contributions of all team members are recognised and valued.
- Create a working environment that promotes dignity and respect for every employee.
- Not tolerate any form of intimidation, bullying, or harassment, and to discipline those that breach this policy.
- Make training, development, and progression opportunities available to all staff.
- Promote equality in the workplace, which GASP believes is good management practice and makes sound business sense.
- Encourage anyone who feels they have been subject to discrimination to raise their concerns so we can apply corrective measures.
- Encourage employees to treat everyone with dignity and respect.
- Regularly review all our employment practices and procedures so that fairness is maintained at all times.

GASP Motor Project will inform all employees that an equality and diversity policy is in operation and that they are obligated to comply with its requirements and promote fairness in the workplace. The policy will also be drawn to the attention of funding agencies, stakeholders, customers, learners, and job applicants.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the appropriate procedure. GASP will ensure that individuals who make such allegations in good faith will not be victimised or treated less favourably by GASP as a result.

However, false allegations of a breach of this policy which are found to have been made in bad faith will be dealt with under GASPs Discipline Policy.

A person found to have breached this policy may be subject to disciplinary action under GASPs Discipline Policy. Employees may also be personally liable for any acts of discrimination prohibited by this policy that they commit, meaning that they can be sued by the victim.

The CEO is responsible for the implementation of this policy and is supported by a Trustee Diversity and Inclusion Lead

ANNEX - types of discrimination

There are various types of discrimination prohibited by this policy.
The main types are:

Direct discrimination

Direct discrimination occurs where one person is treated less favourably than another because of a protected characteristic set out in this policy. By way of example, refusing to promote a pregnant employee on the basis that she is shortly due to go on maternity leave would be direct discrimination on the protected characteristic of the employee's sex. Other types of direct discrimination are:

- *Associative discrimination* - this is direct discrimination against someone because they associate with another person who possesses a protected characteristic. For example, an employee is discriminated against because his/her son is disabled.

- *Perceptive discrimination* - this is direct discrimination against an individual because others think they possess a particular protected characteristic. For example, where co-workers believe the individual is gay. It applies even if the person does not actually possess that characteristic.

Indirect discrimination

Indirect discrimination occurs when an unjustifiable requirement or condition is applied, which appears to be the same for all, but which has a disproportionate, adverse effect on one group of people. This is discrimination even though there was no intention to discriminate. For example, a requirement for UK based qualifications could disadvantage applicants who have obtained their qualifications outside of the UK; this could amount to indirect discrimination on the grounds of race.

Victimisation

Victimisation is where an employee is treated less favourably than others because they have asserted legal rights against GASP or assisted a colleague in doing so. For example, victimisation may occur where an employee has raised a genuine grievance against GASP and is demoted as a result.

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.” It is important to remember that it is not the intention of the harasser but how the recipient perceives their behaviour, which determines whether harassment has occurred.