

Salamander Trust

Equality and Diversity Policy

October 2018



Salamander Trust

ON THE RIGHT(S) TRACK

Aims

Salamander Trust

Salamander aims to protect, promote and enhance the health and rights of people marginalised by societies worldwide as a result of their gender, HIV status or sexual and reproductive health issues.

Our approach is holistic, inclusive and people-centred, based on gender- and child-rights.

We are fully committed to equality and diversity in our global work, and aim always to highlight the views of those marginalised on the basis of their gender, age & sexual health status & enable them to express their own views.

This policy refers specifically to work carried out by Salamander Trust in the UK under our 4M project.

Salamander representation

Salamander Trust has no paid staff. We do have trustees, and paid or unpaid consultants, who are known as Salamander Associates. They are all described here as Salamander representatives. Wherever possible, we work with women living with HIV as our representatives. When others are contracted or volunteer for us, this is done so on the basis of their long track record of working on HIV, women's rights and/or related issues. We expect all of us, as Salamander representatives, to adhere to this policy throughout our work (paid or voluntary) with Salamander.

Accessibility

We are committed to ensuring that 4M events are accessible to any woman living with HIV, and hold these events in venues that are accessible to people who use wheelchairs.

We will use a variety of ways of communicating with women involved in the 4M project, recognising that not all women have access to internet or IT, and bearing in mind differing levels of literacy and English language skills.

We are committed to covering the reasonable costs of childcare or other care needs to enable women to attend 4M events, wherever possible.

Diversity

Our work takes into account the different needs and priorities of women living with HIV in all their diversity, and aims for good representation of a diversity of women living with HIV in our work.

Inclusion and respect

Women living with HIV in all their diversity will be welcomed within the 4M programme, regardless of age, nationality, immigration status, ethnicity, religion, sexual orientation, gender identity, relationship status, religion, disability or ex-offender status (see Annex 1). All experiences of women living with HIV are respected, including drug use, sex work, prison or detention.

Dealing with discrimination and harassment

Salamander Trust and the 4M project are working to create supportive environments for women living with HIV in all their diversity. If any woman feels she has been discriminated against within a Salamander Trust or 4M activity, she should raise this with Alice Welbourn, the Founding Director, who will investigate the matter, and depending on the findings, make plans to ensure such discrimination is not repeated in the future. Salamander Trust will support women who feel they have been discriminated against.

Annex 1: Policy with regard to People who are Ex-Offenders

- as an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Salamander Trust complies fully with the [code of practice](https://www.gov.uk/government/publications/dbs-code-of-practice) (<https://www.gov.uk/government/publications/dbs-code-of-practice>) and undertakes to treat all applicants for positions fairly
- Salamander Trust undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- Salamander Trust can only ask an individual to provide details of convictions and cautions that Salamander Trust are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- Salamander Trust can only ask an individual about convictions and cautions that are not protected
- Salamander Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- Salamander Trust has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- Salamander Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records
- Salamander Trust selects all candidates for interview based on their skills, qualifications and experience
- an application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position
- Salamander Trust ensures that all those in the charity who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- Salamander Trust also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
- at interview, or in a separate discussion, Salamander Trust ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that

is directly relevant to the position sought could lead to withdrawal of an offer of employment

- Salamander Trust makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](https://www.gov.uk/government/publications/dbs-code-of-practice) (<https://www.gov.uk/government/publications/dbs-code-of-practice>) and makes a copy available on request
- Salamander Trust undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.