

The DHL UK Foundation

Equality, Equity, Diversity and Inclusion Policy

1. Introduction and Purpose

- 1.1 This Equality, Equity, Diversity and Inclusion Policy is part of a group of policies adopted by The DHL UK Foundation which outline the intentions, best practices and standards to which the Foundation holds its Board of Trustees ("Trustee Board"), Foundation Director, staff and DHL colleague volunteers. It is to be followed in addition to any similar policies issued by the DHL business.
- 1.2 The DHL UK Foundation is committed to promoting equal opportunities in employment. We aim to reduce inequality, value diversity and equity, enable inclusion, and to treat all who work with us with dignity and respect. We believe that these are essential attributes of any charity that seeks to promote valuable and lasting change in our society.

2. Policy and Aims

- 2.1 The Foundation believes that all our Trustees, staff, colleague volunteers, partner organisations, suppliers, and all others with whom we have contact, have a right to be treated with dignity and respect and to benefit from equality of opportunity.
- 2.2 The DHL UK Foundation values diversity: our intention is to ensure that anyone who has contact with us in the course of our work, whether in person, or through our website, our publications or as a recipient of any donation or support that we provide, receives fair and equal treatment.
- 2.3 We are committed to building a workforce where we seek to realise everyone's potential by harnessing difference and diversity and creating a productive environment in which all are valued. This commitment applies equally to our staff, colleague volunteers and the Trustee Board. We are committed to preventing unlawful discrimination, harassment, victimisation, and other conduct prohibited by the Equality Act 2010- included its amendment in 2024.
- 2.4 These aims apply to all those who wish to work with or for the DHL UK Foundation including our grant beneficiaries and those with whom we have contact in the provision of our programs.

3. Discrimination

- 3.1 Those who work with us shall not unlawfully discriminate against or harass other people. This applies in the workplace, outside the workplace (when dealing with work-related matters or work-related contacts), and on Foundation-related trips or events including social events.
- 3.2 We will not discriminate on grounds of age, disability, gender reassignment, marital or civil partnership status, pregnancy, paternity or maternity, race (including nationality, ethnic or national origin), religion or belief (or lack thereof), sex or sexual orientation or contractual status (fixed term / full or part time) (the protected characteristics).

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

- (i) **Direct discrimination:** treating someone less favourably because of a protected characteristic.
- (ii) **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.
- (iii) **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, bullying, hostile, degrading, humiliating or offensive environment for them.
- (iv) **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- (v) **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.

4. Policy Implementation

4.1 We will implement this policy by:

- (i) Maintaining policies and procedures that are fair and equal in their treatment of all employees, regardless of any protected characteristic.
- (ii) Maintaining a culture of zero tolerance of bullying and harassment where allegations of such behaviour will be appropriately investigated, and necessary and appropriate action taken by management.
- (iii) Operating policies and procedures for the recruitment, management and involvement of Trustees, staff and colleague volunteers that encourage diversity, equity, support inclusion, and prevent discrimination.
- (iv) Having policies, procedures and practices that support employee wellbeing by encouraging a positive and healthy work life balance and making reasonable adjustments to support staff with special requirements in order for them to fully and effectively participate in the workplace.
- (v) Ensuring that the risk of adverse impacts on equality, diversity, equity and inclusion are considered in new projects and programs which are delivered by The DHL UK Foundation, and that identifying and addressing these risks becomes a 'business as usual' part of our work.
- (vi) Ensuring that communications and engagement, both within the Foundation and with all stakeholders, are considerate of equality, diversity, equity and inclusion and follow best practice in terms of the language used, and the means employed to communicate.

- (vii) Ensuring that the DHL UK Foundation's pay and benefits meet the requirements of equal pay legislation, including any obligations to publish details of any gender pay gap.
- (viii) Ensuring that policies and procedures for the management of rewards are fair, open and transparent.
- (ix) Ensuring that opportunities for personal development, career progression and promotion are transparent, fair, and open to all, and that efforts towards talent management are exercised in full compliance with the commitment set out in this policy.
- (x) Ensuring that, where appropriate, training is given on the importance of equality, diversity, equity and inclusion to Trustees, staff, DHL colleague volunteers and others involved with the work of the DHL UK Foundation.
- (xi) Collecting and monitoring data on equality and diversity to enable monitoring of the effectiveness and impact of this policy.
- (xii) Taking appropriate action following any review or monitoring of the policy to ensure that the aims of the policy are met.
- (xiii) Ensuring charity partners adhere to appropriate standards of equality, diversity, equity and inclusion, and have their own Diversity and Inclusion policy.
- (xiv) Where appropriate, taking steps to publicise the policy and its aims.

5. Compliance with this Policy

- 5.1 Breaches of this policy will lead to disciplinary action.
- 5.2 Anyone who believes that they have suffered discrimination should raise the matter with either their Line Manager, the Foundation Director, or, if that is not appropriate, with a Foundation Trustee. Concerns raised will be treated in confidence as far as we are able and investigated as appropriate.
- 5.3 The Foundation Board will not tolerate victimisation or retaliation against anyone who raises a concern about a breach of this policy. However, making a false allegation deliberately and in bad faith will be treated as misconduct and will lead to disciplinary action.

6. Approval and Review

- 6.1 This policy was approved by the Trustee Board on November 2nd, 2022, and will be kept under review, with a full formal review every two years. We reserve the right to amend this policy at any time. The next policy full review will take place on 16 July 2025 but we may implement any appropriate amendments as and when necessary and we welcome questions and feedback on this policy.