

Policy & guidance on religious considerations in the workplace

Introduction

As an employer, The Blagrave Trust aims to create a workplace that is respectful of religious diversity and that allows employees to observe their religious practices without fear of discrimination or harassment. As a funder, we believe it is important to be considerate to the religious needs of all those involved with the work of the Trust.

This guidance focusses on creating a workplace environment that is respectful of all religions and religious festivals, and should be read alongside the organisation's Diversity, Equity and Inclusion Policy.

Policy

The Trust is committed to respecting the religious beliefs and practices of all of those involved with our work. Religious discrimination or harassment is not tolerated, and all those involved with our work are entitled to practice their religion freely, without restriction or fear of retaliation.

The Blagrave Trust commits to:

- Creating an environment where all those involved with our work, be it as employees, trustees, partners or advisers, feel:
 - Welcome and respected, regardless of their religious beliefs;
 - Safe and able to openly and privately practice their religion without fear of discrimination or harassment;
 - Able to share details about their culture and religious beliefs when desired;
 - Able to hold their religious beliefs privately, without the obligation to share.
- Being aware of and respecting the different religious practices and religious celebrations that are observed by those involved with our work.
- Being mindful of and, as much as possible, accommodating religious celebrations and practices when scheduling meetings, call outs or activities (e.g. events) with staff, advisers or partners.
- Enabling employees to discuss flexible work arrangements so that they can observe their religious celebrations and acts of worship.
- Endeavour to provide a quiet space for prayer and reflection.
- Creating a workplace culture that is free from discrimination and harassment.

Examples of discrimination and harassment on the basis of religion

Examples of discrimination and harassment on the basis of religion include:

- Denying an employee a leave of absence to observe a religious holiday without a suitable justification.
- Refusing to allow an employee to wear religious clothing or jewellery.

- Making derogatory comments about an employee's religion.
- Creating a hostile and uncomfortable work environment for an employee because of their religion.

What to do if you experience discrimination or harassment

No one involved with the Blaggrave Trust should be or feel discriminated against on the basis of their religion. Any allegation of discrimination or harassment will be taken seriously and investigated under the Trust's grievance and/or disciplinary procedures, and appropriate action will be taken.

If you believe that you have been discriminated against or harassed on the basis of your religion, you should report the incident to your line manager or the Head of Operations. If you feel you have been discriminated against by your line manager and/or the Head of Operations, you should report the incident directly to the CEO. If you feel your grievance is not being taken seriously by the CEO, you can contact the [Equality Advisory Support Service](#) for help and advice.