

## The Trefoil Guild equality and diversity policy

### 1. Purpose

We want everyone involved in Trefoil to have a great experience, whoever they are and wherever they're from.

The purpose of this policy is to provide our members and our staff with the overarching principles to ensure that Trefoil Guild is a place where everyone is welcome, free to be themselves, and has an equal sense of belonging.

### 2. Policy statement

The Trefoil Guild aims:

- to keep alive among members the spirit of the Guide and Scout promises and laws.
- to carry that spirit into the communities in which members live and work; and
- to give practical, financial and moral support to Guiding and Scouting.

A big part of that is making sure that we include everyone. We value and celebrate different experiences and characteristics.

We want Trefoil Guild to be a place where everyone is welcome, free to be themselves, and has an equal sense of belonging. It's the responsibility of everyone in Trefoil Guild to follow this policy and help us to achieve this.

Equity is really important to our approach. This means recognising that everyone is different – so giving people the same opportunities will sometimes mean treating them differently. We expect everybody in Trefoil to be treated fairly, to treat others fairly, and keep equity in mind. For example, by providing a document in large print for a member with a visual impairment, you're treating the member differently to give them equal and fair access to opportunities.

### 3. Characteristics this policy protects

**Age:** If a member has the right skills and abilities for a role, they mustn't be overlooked because of their age.

**Disability:** Trefoil aims to ensure members with disabilities can, as far as possible, receive the same services as those who do not have disabilities. Reasonable adjustments may need to be made to minimise or remove the disadvantages experienced by those with disabilities.

Examples of reasonable adjustments include:

- Ensuring that communications are understandable and accessible.
- Ensuring that our website follow accessibility guidelines and are perceivable, operable, understandable, and robust.



- Ensuring members who use wheelchairs or mobility aids can access our meeting places.
- Ensuring there are accessible toilets.
- Allowing members who may feel anxious to arrive early and get settled before a meeting or event begins.
- Taking steps to ensure that members with dementia can arrive at and leave the meeting or event venue safely.

What is reasonable depends on the circumstances of each individual case including:

- The type of disability.
- How practicable the adjustments are.
- How the adjustments would overcome the disadvantages experienced.
- The size of the organisation, the resources available and the cost of the adjustments.

As part of ensuring meetings and events are accessible for members with disabilities, where possible, carers of disabled members should be allowed to accompany them to meetings and events.

Trefoil may therefore have to change the way things are done, provide extra aids and services where it is reasonable to do so. Guilds may need to talk to the meeting place management or owner about this or consider alternative meeting places. Chairs should work with their members who require improved accessibility or other reasonable adjustments to fully understand and meet their needs. Failing to make reasonable adjustments, where it is reasonable to make those adjustments, may be considered discrimination.

**Gender reassignment:** This is a protected characteristic that refers to trans people (people whose gender doesn't correspond to their birth sex). A person has the protected characteristic of gender reassignment if they are proposing to undergo, are undergoing or have undergone a process or part of a process to reassign their gender. Gender reassignment is a personal process rather than a medical one. We're proud to be a trans inclusive organisation. There will always be a warm welcome and a safe place for trans people in Trefoil Guild. No member or member of staff should be treated less favourably because they're trans.

**Marital or civil partnership status:** Members and staff mustn't be treated differently because they are married or in a civil partnership.

**Pregnancy and maternity:** No member or staff member should be treated less favourably because they are pregnant, breastfeeding or have recently given



birth, without good reason such as a health and safety risk. All practical and reasonable changes should be made to accommodate them.

**Race:** We know that it isn't enough to not be racist – we have to be actively anti-racist. We all have a role to play in being actively anti-racist and living out our values of being inclusive and caring for others. By race we mean colour, nationality, and ethnic or national origins

**Refugees and asylum seekers:** Nobody in Trefoil should be treated less favourably because they are a refugee or seeking asylum.

**Religion or belief (including the absence of religion or belief):** Trefoil is open to people of all faiths and philosophical beliefs and none. Any expression of religious or philosophical beliefs must be in line with The Trefoil Guild's code of conduct, policies and values.

**Sexual orientation:** We celebrate difference and believe that all members and staff should be proud to be themselves, without fear of discrimination. No one in Trefoil should be treated less favourably based on their sexual orientation.

**Sex:** Trefoil membership is open to anyone aged 18 years or over, who is willing to renew or make the Girlguiding or Scout promise to a Trefoil guild chair, or who does not want to make the Guide or Scout promise, but who subscribes to the aims and principles of the organisations.

**Socio-economic status or class:** Nobody in Trefoil should be treated less favourably because of their socio-economic status or social class. We must try and remove barriers to taking part in Trefoil based on this.

#### 4. Bullying, harassment, discrimination, and victimisation

The Trefoil Guild will not accept bullying, harassment, discrimination, and victimisation of any member for any reason, including for any reason based on the protected characteristics, and will take proactive steps to address any such issue that may prevent members from living up to the values we espouse.

#### 5. Unconscious bias

Unconscious bias is where social stereotypes about certain groups of people unconsciously affect decisions, behaviours and thoughts. For example, biases can be about race, religion, ethnicity, age, gender identity, sexual orientation or disability, and these biases can negatively impact the Trefoil membership experience. It is therefore important that all members try to recognise these biases and actively challenge them. In Trefoil we believe opening up conversations, discussing concerns and addressing biases will help reduce unconscious bias and educate members about this issue. By reducing unconscious bias, The Trefoil Guild becomes a more open and welcoming environment where all members are included.



## 6. Equal opportunities for members of staff

We're committed to giving all our staff equal opportunities – and to preventing discrimination – throughout their time with us. This includes equal opportunities related to recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy. We want to support all staff and will make reasonable adjustments to help any employee do their role. All our staff must complete equality and diversity training. Staff involved in recruitment, or other decision-making where equal opportunities issues are likely to come up, do further equality and diversity training, tailored to their role. Staff can find out more about how we support equal opportunities in our equality and diversity procedure on the Girlguiding staff intranet, or from their manager.

## 7. Concerns requiring support or investigation

The Trefoil Guild take breaches of this policy very seriously and we will begin investigations into potential breaches when necessary. If we are made aware of issues, we may choose to follow these up as a formal complaint even where this has not been specifically requested and the complainant will be contacted about this. If you believe this policy has been breached please follow the Trefoil complaints policy.

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