

# **BRITISH SOCIETY OF TOXICOLOGICAL PATHOLOGY**

BSTP Secretariat  
PO Box 819  
Harrogate  
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## **BSTP Equal Opportunities Policy 2021 - 2023**

The BSTP is committed to equal opportunities within the Society, including service delivery, and if appropriate, employment. It is recognised that in the wider society, groups and individuals have been, and continue to be, discriminated against on the basis of age, disability, gender (including gender reassignment), sexual orientation, marriage or civil partnership, pregnancy and maternity, race, religion or belief.

The BSTP is committed to an environment in which members are able to realise their full potential and to contribute to the BSTP's success irrespective of their age, disability, gender (including gender reassignment), sexual orientation, marriage or civil partnership, pregnancy and maternity, race, religion or belief. This is a key BSTP value to which all members are expected to give their support.

In order to create conditions in which this goal can be realised, the BSTP is committed to promoting genuine equality of opportunities throughout the organisation. The BSTP expects its members to support this commitment and to assist in its realisation in all possible ways.

Specifically, the BSTP aims to ensure that in the range of its activities, no member is subject to unlawful discrimination on the grounds of age, disability, gender (including gender reassignment), sexual orientation, marriage or civil partnership, pregnancy and maternity, race, religion or belief. This commitment applies to all aspects of membership, including:

- promotion of the BSTP's aims, advertisements for events, Trustee job descriptions, and membership selection procedures;
- cpd and training;
- assignments, offices, speaking and career development opportunities;
- terms and conditions of membership, and access to membership related benefits and facilities;
- grievance handling and the application of disciplinary procedures; (and when necessary);
- suspension of membership.

Equal opportunities practice is developing constantly as social attitudes and legislation change. The BSTP will keep its policies under review and will implement changes where these could improve equality of opportunity. This commitment applies to all BSTP policies and procedures, not just those specifically connected with equal opportunities.

The BSTP's commitment to equal opportunities reflects its charitable objectives and its historic and present mission to advance all aspects of toxicologic and experimental pathology for pathologists, toxicologists and bioscientists through training programmes and continuing educational symposia so as to enable professional development, competence and guidance for new trainees and experienced members alike.

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**Registered Charity No: 1043793**

**President: Elizabeth McInnes, Senior Vice-President: Begonya Garcia, Junior Vice-President: Catherine Ross,  
Hon. Secretary: Bruce Wilson, Hon. Treasurer: Alys Bradley, Councillors: Zuhail Dincer, Rebecca Terry, Jayne Wright  
Co-Chair Education Subcommittee: Aleksandra Zalewska and Giovanni Pellegrini**

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The aim of this Equal Opportunities Policy is to ensure that no member, volunteer or service user receives less favourable treatment than any other on the grounds stated above.

The BSTP is committed to taking positive steps to provide genuine equality of opportunity to enable the organisation to make full and effective use of its membership and to provide a high-quality service for users.

The policy and its implementation will be reviewed annually to ensure its effectiveness.

## **Service Procedure**

The BSTP will actively promote equal opportunities which will ensure all individuals are treated fairly and consistently with due regard to their potential, skill and ability.

The BSTP will seek to recruit Trustees and members through an open and transparent process:

- All Trustee posts will be publicised to all members to ensure they reach a wide audience.
- All Trustee posts will have a job description and the specification will accurately reflect the duties, levels of responsibility, necessary and desirable skills, experience, knowledge and aptitude required.
- All membership applications will be supported by nominations from two existing members of the society with members of the BSTP Council independently reviewing each application to ensure that the written down criteria for membership are met.

Approval of membership applications will be made accordingly.

Members of the BSTP may be asked to provide details of gender, race (i.e. country of origin) and disability which allows the BSTP to monitor equal opportunities in the recruitment process. Any information received will be handled in accordance with the General Data Protection Regulations.

Membership conditions may be reviewed to ensure that no one connected with the BSTP is discriminated against.

The BSTP operates a system for grievance and where necessary disciplinary issues in order to guarantee the fairness and consistency in the treatment of individuals (*see BSTP Constitution – 2017*).

## **Volunteers**

The BSTP is committed to equal opportunities in its policies for volunteers as for any paid employees.

## **Harassment**

Harassment is any physical, verbal or non-verbal behaviour which is unwanted and personally offensive to the recipient, and which causes the recipient to feel threatened, humiliated, intimidated, patronised, denigrated, bullied, distressed or harassed.

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## **The way in which complaints of Unlawful Discrimination and Harassment will be handled**

Discrimination and harassment are often complex matters, and there is no single way of dealing with every suspected or alleged instance. In some cases, members may be able to deal satisfactorily with an issue informally by raising it with a member of the BSTP Council or Education Subcommittee.

Should a member or service user feel that they have been harassed by a third party they should initially speak to a member of the BSTP Council, providing full details of their complaint, to see if the matter can be resolved informally.

If a member or service user wishes to make a formal complaint, he or she should contact the President and the Honorary Secretary of the BSTP.

The BSTP will treat seriously all allegations of unlawful discrimination or harassment.

### **If a member is accused of Unlawful Discrimination or Harassment**

If a member is accused of unlawful discrimination or harassment in connection with the aims of the BSTP, the BSTP will investigate the matter fully.

In the course of the investigation the member will be given the opportunity to respond to the allegation and provide an explanation of his or her actions.

If the BSTP concludes that no unlawful discrimination or harassment has occurred, this will be the end of the matter.

If the BSTP concludes that the claim is false or malicious the complainant may be subject to disciplinary action.

If on the other hand the BSTP concludes that the member's actions amount to unlawful discrimination or harassment he or she may be subject to disciplinary action, up to and including suspension of membership for gross misconduct.

### **Monitoring**

The BSTP will not tolerate unlawful discrimination or harassment of any kind and will take positive action to prevent its occurrence.

In this connection the BSTP will monitor its policies and will implement changes in order to improve them as social attitudes and legislation change. This commitment applies to all of the BSTP's policies and procedures, not just those specifically concerned with equal opportunities.

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## **Service Delivery**

The BSTP will endeavour to ensure that all its service users (both members and non-members of the society) receive service of the highest quality which is accessible to as wide a group of service users as possible.

The BSTP recognises the fact that different groups of people have different needs and may require specific services (for example, a service for those with visual or hearing disabilities) but will continue to implement its equal opportunities policies so that individual users are treated consistently and fairly within any specified group.

The BSTP will seek the views of users through a variety of routes and ensure their views are represented.

The BSTP will not accept discriminatory behaviour within its services. Where a service user behaves in a discriminatory way it will be explained to them why this is not acceptable, and they will be asked not to repeat the offending behaviour. Where they persist with their behaviour, they will be asked to leave the society (or if applicable the event) and in extreme cases the BSTP will consider withdrawing its services from that service user. The service user will have the right to appeal.

If a service user feels that the BSTP has not followed the equal opportunities policy, they should make a complaint in writing to the President and the Honorary Secretary of the BSTP.

## **Organisation of Events**

The BSTP will aim to use meeting venues with an appropriate equal opportunities policy.

In relation to conference and meetings organised by the BSTP where demand is likely to outstrip supply, early booking will help secure a place. When an event has reached the maximum number of attendees (including organisers and speakers) all services users will be advised, placed on a waiting list and, in the event, that places do become available, they will be allocated in line with the date their request to attend is received.

For all BSTP events, all requests to attend will be accepted on receipt of a registration form and payment. The BSTP will not screen requests to attend based on age, disability, gender (including gender reassignment), sexual orientation, marriage or civil partnership, pregnancy and maternity, race, religion or belief.

The BSTP reserves the right to withhold services from individuals, groups or organisations whose aims, and objectives are incompatible with the BSTP's charitable objectives.

The BSTP Equal Opportunities Policy will be reviewed by the Council of the BSTP every two years, with the next review due by the end of September 2023.

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