

Hanham Community Centre

A Charitable Incorporated Organisation - Charity No: 1152575

Equality and Diversity Policy

March 2023

Dated: 25th March 2023

Issue: 1.4

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This Policy was adopted by the Board of Trustees in Apr 2023

AMMENDMENTS

Version	Date	Author	Comments
0.1A	Apr 13	K M Lawrence	Initial Draft, as statements not in new constitution.
1.0	June 13	K M Lawrence	Document for Approval
1.1	July 13	K M Lawrence	Issued Document
1.2	Aug 14	K M Lawrence	Reapproved (with minor amendments)
1.3	Oct 17	K M Lawrence	Revalidated and extended to include BATS
1.4	Mar 23	K M Lawrence	Revalidated and minor update.

EQUALITY AND DIVERSITY POLICY

1. INTRODUCTION AND AIMS

Hanham Community Centre {HCC} and HCC (Bar and Trading Services) Ltd {BATS}, collectively referred to herein as “the organisation”, recognises and values people’s differences and will assist them to use their talents to reach their full potential.

The organisation will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the organisation.

This policy is designed to ensure that the organisation complies with its obligations under equality legislation and demonstrates our commitment to treating people equally and fairly.

The organisation is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics).

Using fair and objective employment practices, the organisation aims to ensure that:

- All employees and potential employees are treated fairly and with respect at all stages of their employment.
- All employees (volunteers/service users) have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from other employees or by people (third parties) who are not employees of the organisation, such as customers or clients.
- All employees (volunteers/service users) have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
- All employees (volunteers/service users) have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not.
- See also the organisations Staff handbook.

2. SCOPE

The policy applies to trustees, directors, volunteers, staff, members and users.

The policy applies to all stages of employment including recruitment and selection, promotion and training.

3. RESPONSIBILITIES

It is the responsibility of the Trustees and Directors to develop and lead the implementation of the equality and diversity policy. Responsibility for approving the policy and monitoring that it is being followed rests with Board of Trustees.

Employees and volunteers (including trustees and directors) of the organisation have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices. For employees, breaches may result in invoking the disciplinary procedures.

For volunteers (including members and trustees), there is an expectation for conduct in terms of maintaining the reputation of the organisation. One's position as a volunteer may be jeopardised should they not follow this policy.

Whilst the organisation is potentially liable for any discriminatory acts carried out by its volunteers, staff or trustees, the individual who carries out the discriminatory act can also be personally liable.

4. IMPLEMENTATION OF THE POLICY

All staff, trustees, directors and volunteers will be involved in creating an equality environment and one that values diversity.

Communications

Communication of the policy to job applicants and employees/ volunteers through:

- Making available a copy of the policy via HCC website
- Making use of team meetings to discuss the policy
- Including reference to abiding by the policy in staff terms and conditions/ volunteer agreements
- Incorporating specific responsibilities into job/role descriptions

Working with Partners

In selecting our partners we consider their commitment to Equality and Diversity by:

- Asking to see their policy
- Asking what they do in practice, including monitoring the policy.

Users of our Service

We will make our services accessible by:

- Considering formats for promotional material
- Appropriate use of formats / fonts/ size
- Considering accessibility of locations from which the service is provided
- Considering the make up of our staff/ volunteers in relation to your service users
- Considering the impact of proposed new services on the user group

Monitoring the Policy

For employees, the trustees, capture and consider diversity data against recruitment at appropriate meetings. This data is anonymised to comply with Data Protection legislation.

This policy is reflected in other policies and documents.

5. REPORTING DISCRIMINATION / POTENTIAL DISCRIMINATION

Employees who feel that they have suffered any form of discrimination should raise the issue through their line manager (or a Trustee/director) in accordance with the organisation's Staff handbook - grievance procedure.

Volunteers who feel that they have suffered any form of discrimination should raise the issue through discussion with either a director or Trustee.

Service users who feel that they have suffered any form of discrimination should discuss the matter with the administrator, or utilise our complaints process.

Employees/volunteers/service users should also use this approach if they feel that they been the subject of harassment from someone who is not an employee of the organisation. The organisation will not tolerate any harassment from third parties towards its employees/volunteers/service users and will take appropriate action to prevent it happening again.

All complaints will be treated seriously, promptly and confidentiality.

6. MONITORING AND REVIEW

This policy will be monitored to judge to what extent it is working and identify areas for improvement.

This policy will be reviewed every two years by the Board of Trustees to ensure that it remains up to date and reflects the needs and practices of the organisation.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.