**Equality and Diversity Policy**

**Purpose**

**{Name of Organisation}** is committed to meeting the needs and aspirations of all stakeholders in a fair, respectful, and proportionate manner. Our approach to diversity and equality is to promote inclusiveness by recognising that everyone, can make a positive difference in the achievement of the organisation’s vision and in the wider society.

**Our Approach**

The policy applies to everyone the organisation serves, and those who work or volunteer for it. Diversity and equality are integral to all aspects of what we do.

We will comply with best practice from legal, regulatory and inspection requirements. Codes of Practice and other guidance will be used appropriately to ensure progress on diversity.

**{Name of Organisation}** will not discriminate against, bully or victimise any person or organisation on grounds of, race, ethnic origin, nationality, religion or belief, gender, marital status, sexual orientation, disability,age, class, appearance, responsibility for dependants, pregnancy or any other protected characteristics under the 2010 Equality Act or any other matter which causes a person to be treated unjustly.

**Principles**

* To demonstrate our commitment to diversity and equality, working to eliminating all forms of discrimination whether covered in law or not.
* To raise awareness, recognise and celebrate our successes, forming a platform for continuous learning and improvement.
* To have a greater and deeper understanding of our stakeholders
* To have Trustees/Committee members, staff, volunteers and members that reflect the makeup of the community that we serve.
* To work in inclusive ways to develop an organisational culture that proactively promotes diversity and equality.

**Roles and Responsibilities**

Anyone representing **{Name of Organisation}** has to abide by all policies and procedures of the organisation. This includes trustees, employees, volunteers, contractors, consultants and agency staff. This list is not exhaustive.

The Trustees/Management Committee’s leadership role will ensure the policy is successful. Staff and volunteers will have professional, individual and collective responsibility to implement the policy. Contractors, consultants and partner organisations are required to demonstrate their commitment to our policy objectives on equality and diversity.

We aim to be an organisation that values, recognises and responds to the diverse needs of those that we serve. We adhere to the Equality Act 2010 and will not discriminate against any person or other organisation with particular reference to protected characteristics.

**Organisation/Club Membership Policy**

* Positive steps will be taken to encourage as wide a membership as possible
* Positive action will be taken to reach out to minority or disadvantaged groups/individuals to let them know that we want to work with them
* Where possible meetings and training sessions will be held in accessible buildings
* Non-Sexist language and titles will be used.

**Board of Trustees/Management Committee**

* Steps should be taken to ensure a wide mix of people on the Board/Management Committee
* People from ethnic minority groups will be encouraged to stand
* People with disabilities will be encouraged to stand
* Where possible meetings will be held in rooms that are accessible to people with a wide range of handicaps
* Timing of meetings will not exclude certain groups of people from being able to participate
* Obvious gaps in membership will be filled if at all possible by co-option
* All new Board/Management Committee members will be given an Induction Pack
* All new Board/Management Committee members will be offered and encouraged to attend training

**Employment Policy**

Equal Opportunities method of recruitment and selection shall always be used.

* All members of the Board of Trustees/Management Committee and Senior Staff will be offered and encouraged to take Equal Opportunities training
* All members of selection and interview panels must have undertaken Equal Opportunities training
* All vacancies shall be advertised widely using an appropriate variety of methods and positive action shall be taken to ensure that groups who are under-represented on the staff are aware of the vacancies and that applications from them are welcome
* All vacancies will be looked at to see whether they are suitable for a job share
* Experience obtained from life, voluntary work, childcare and other caring responsibilities will be rated as highly as experience from paid employment
* Where possible interviews should be held in accessible buildings and appropriate assistance at the interview given to disabled candidates where required
* Interviewing will be positive. Aiming to find out what people need to enable them to do the job rather than any obstacles that might prevent them
* When purchasing new equipment it should be, whenever possible, capable of being operated by people who are visually, aurally or mobility challenged
* Racial and sexual harassment will be treated as disciplinary offences.

**Volunteers**

**{Name of Organisation}** recognises that everyone has the right to be a volunteer but not necessarily the right to do every sort of voluntary work.

* Volunteers working directly for **{Name of Organisation}** will be given a role description and know to whom they are responsible
* Volunteers will have the right to receive training
* Volunteers are not members of staff and will not regard themselves as such
* They will not be given tasks that the staff members do not like doing
* They will not be expected to volunteer outside the hours they have agreed
* Volunteers will never be out of pocket because of their voluntary work and all agreed expenses should be refunded swiftly
* Volunteers will not be used to replace paid staff
* Volunteers will be protected by insurance.

**Equality Act 2010**

The Act brought together into one piece of legislation and replaced all previous discrimination legislation. It provides that a person shall not be discriminated against, i.e. treated less favourably, on grounds of nine protected characteristics These are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.