

OLD SODBURY VILLAGE HALL

Equality and Diversity Policy

Introduction and aims of the policy

Old Sodbury Village Hall Committee, 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 Old Sodbury Village Hall Committee complies with its obligations under equality legislation and demonstrates our commitment to treating people equally and fairly.

Old Sodbury Village Hall Committee 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 as in the Equalities Act 2010).

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 Old Sodbury Village Hall Committee, 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.

Scope of the policy

The policy applies to employees, trustees and committee members.

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

Responsibilities

It is the responsibility of the Chairperson, or such other committee member that may be delegated to the role, 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 the Old Sodbury Village Hall Management Committee.

Employees and volunteers (including trustees) of Old Sodbury Village Hall Committee have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

Implementation of the policy

All trustees 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 will be through:

- the job description.

Working with partners

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

- Requesting copies of their Equality & Diversity Policy

Users of our service

We will make our services accessible by:

- ensuring that the facilities of the hall are kept up to date with current access guidance, as far as is reasonably practicable.

In carrying out the policy, the organisation will carry out the following actions:

- monitor condition of accessible facilities
- monitor feedback from users of the service

Reporting discrimination/potential discrimination

Employees, volunteers or service users, who feel that they have suffered any form of discrimination should raise the issue through the following means:

- report the issue to the current Chairperson, or such other committee member that has been delegated to the role of Equality & Diversity

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

If an employee/volunteer/service user witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability,

gender reassignment, race, religion or belief, sex or sexual orientation, even if it is not directed at them they should also use this procedure.

Monitoring and review

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

Monitoring will relate to both employees/volunteers and to service users and methods used will include:

- feedback from users of the hall

This policy will be reviewed every two years by the Management Committee 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.

Date of adoption of policy ...19 July 2018.....

Last reviewed.....July 2022

Date of next reviewJuly 2023