

## **Equal Opportunities Policy**

### **Policy Statement**

GLANGRWYNEY Village Hall Management COMMITTEE recognises that everyone has a contribution to make to our society and a right to equal treatment.

The COMMITTEE aims to ensure that, where applicable, no job applicant, committee member, volunteer, organisation or individual that uses the facilities, will be discriminated against by the COMMITTEE as a whole, or by individual members, or those acting on our behalf.

We aim to foster awareness of prejudices in all who work for and with the Village Hall Management COMMITTEE, and we aim to encourage the removal of such prejudices.

In particular the GLANGRWYNEY Village Hall Management COMMITTEE will:

- work to ensure that all its services are provided in a way which promotes awareness of the rights and needs of people from minority groups and enables all people to have access to those services;
- work to ensure that all Village Hall Management COMMITTEE terms and conditions of employment and volunteering [where applicable] reflect a range of needs and interests which encompass people who may otherwise be disadvantaged;
- endeavour to comply, with all relevant legislation, regulation and guidance in relation to equality, particularly the Equality Act 2010 and all subsequent additions and amendments that specifically apply in Wales.

The policy of the Village Hall Management COMMITTEE is to ensure that no person receives less favourable consideration than others in the selection and appointment of staff or in the recruitment of volunteers.

### **Service provision**

The Village Hall Management COMMITTEE will take positive action to ensure its services to, and contacts with, other groups and individuals reflect this Equal Opportunities Policy. This will be effected by:

- consulting with groups and individuals with special requirements to identify how the Management COMMITTEE'S services may be improved to meet their needs;
- ensuring that all individuals who represent the Management COMMITTEE are aware of, understand and operate this Equal Opportunities Policy.

## **Dealing with Complaints**

The Management COMMITTEE will take complaints of discrimination and harassment very seriously. They will investigate them thoroughly, and provide opportunities for the person, or persons making the complaint, to speak in a safe environment about their experiences. The incident should be brought to the attention of any of the Village Hall's Trustees, and they will ensure that it is recorded and brought to the attention of the Chairman. If the complaint is against a particular individual, or a particular group, the COMMITTEE will make arrangements to hear, and make a written record of their point of view. If the complaint is against a member of the Board of Trustees or any other individual or volunteer working for, or on behalf of the Village Hall, then the COMMITTEE will also make arrangements to hear and make a written record of their views. Arrangements will then be made for the COMMITTEE, or a designated sub-committee, to meet and discuss all relevant information and evidence available to them, and then recommend any appropriate action thought to be necessary.

This could include, if the incident has been proven: sanctions that are available to the COMMITTEE, such as banning individuals and or groups from hiring and/or using the Hall and all its facilities, in future; implementing sub section 7.1.4 of the Village Hall's Governance Document in respect of a listed Trustee; referring incidents and/or actions on to a more appropriate body; or depending on the nature and validity of the evidence available; just noting that an incident has occurred, or has been alleged to have taken place, but that no further action was deemed possible and/or necessary, at that time.

The COMMITTEE however, will always keep matters of harassment, prejudice, and discrimination under review and do its utmost to cultivate positive relationships and harmony between and across all users, volunteers, workers and managers in the Hall and across the wider community as a whole.

Any personal information collected as a result of the activities outlined above will fall under the General Data Protection Regulations [GDPR] and the COMMITTEE will take care to follow the guidelines and procedures set out in its General GDPR Policy Document.

## **Employer's responsibilities**

The GLANGRWYNEY Village Hall Management COMMITTEE:

- is responsible for the implementation and monitoring of this Equal Opportunities Policy;
- will ensure that all individuals within the Village Hall organisation, whether paid or unpaid, clearly understand and practise the principles contained in this Policy;
- will not victimise anyone who has provided information about discrimination.

### **Employee's / Users responsibilities**

All employees of the GLANGRWYNEY Village Hall Management COMMITTEE and users of its services:

- will be required to co-operate with measures introduced by the COMMITTEE to ensure and promote equal opportunities;
- will neither practice any form of discrimination nor use discriminatory language;
- will draw to the attention of the COMMITTEE any suspected acts of discrimination;
- will not victimise anyone who has provided information about discrimination.

### **Review**

This Equal Opportunities Policy will be reviewed by the Village Hall Management COMMITTEE annually at the first Management COMMITTEE Meeting following the Annual General Meeting. This will ensure that any newly elected COMMITTEE Members can become familiar with the contents of this policy.