This is a model policy. Any organisation using this document should amend it to meet its own specific needs. The areas highlighted in teal need specific attention.

# Equality and Diversity Policy

|  |  |
| --- | --- |
| Name of Organisation |  |
| Address |  |
| Telephone number |  |
| Email address |  |
| Registered Charity |  |
| Date Policy Agreed |  |
| Date of Next Review |  |
| Signature of Chair |  |

## Policy Statement

(Name of Organsiation):

* is committed to pursuing an equal opportunities approach in the employment of its staff /volunteers and the way in which services are provided for the public.
* recognises its statutory duties under legislation in terms of service provision and employment and is committed to meet them by complying with this policy.
* is committed to promoting equal access to services, facilities and equal treatment for all employees, volunteers or job applicants irrespective of:
  + Age
  + Disability
  + Gender reassignment
  + Race
  + Religion/belief
  + Sex
  + Sexual orientation
  + Marriage/civil partnership
  + Pregnancy/maternity

which are protected characteristics under the Equality Act 2010.

## Equality of Opportunity in Service Delivery

### As a provider of services

* (Name of Organsiation) admits anyone, without discrimination, who wishes to use our facilities/services providing they do not abuse anyone else or behave in a destructive way towards the (Name of Organsiation)’s building or assets.
* We do not tolerate violence, abuse or harassment. Our visitors must feel free to use our services without fear of discrimination from employees’ volunteers, other users of our services or anyone else.

### As an employer

* We will require all our employees, volunteers, and anyone else acting on our behalf to support this policy statement and act in accordance with it. Discrimination, abuse or harassment towards service users, volunteers, employees and committee members is a disciplinary matter (this includes remaining inactive in the presence of such discrimination, abuse or harassment).
* We are committed to creating a fair, non-discriminatory environment where all people will be treated with dignity and respect
* We will ensure equality of opportunity exists for all job applicants, prospective and current employees, volunteers and committee members.

### As employees, volunteers, committee members

All employees, volunteers or committee members must:

* Co-operate with any measures introduced to ensure equal opportunities
* Report any suspected discriminatory acts or practices
* Not persuade or attempt to persuade others to practice unlawful discrimination
* Not victimise anyone as a result of them having reported or provided evidence on discrimination
* Not harass, abuse or intimidate others on account of their race, gender etc
* Not pressurise job applicants in an attempt to discourage them from applying for or taking up a post

### Dealing with complaints

* The management committee will take complaints of discrimination and harassment very seriously.
* Anyone with concerns should approach a member of the management committee either in person or in writing, contact details can be found (please complete). The main contact details for the organisation can be found at the start of this policy.
* The management committee will investigate the complaint thoroughly and provide opportunities for the person making the complaint to speak in a safe environment about their experience.
* If the complaint is against a particular individual, the committee will hear their point of view.
* The committee will decide on the best course of action to take based on the principle of ensuring the continued inclusion and safety of any employee, volunteer, committee member of service user who has experienced discrimination or harassment.
* The organisations constitution / articles of association / disciplinary policy or any other relevant policies will be consulted should an employee, volunteer, committee member or service user need to be excluded from the organisation.