

# **Equality and Diversity Policy**

Bramley Village Hall Trust

## **POLICY STATEMENT**

1. Bramley Village Hall Trust recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Trust and its employees and volunteers to utilise the skills of the total 'workforce'. It is the aim of the Trust to ensure that no employee, volunteer or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender/gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex or sexual orientation.
2. Our aim is that our 'workforce' will be truly representative of all sections of society and each employee/volunteer feels respected and able to give of their best.
3. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.
4. All employees and volunteers, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the 'workforce' will be fully utilised to maximise the efficiency of the organisation.
5. Our staff/volunteers will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the Trust's activities and services.
6. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

## **OUR COMMITMENT**

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff and volunteers.
- To promote equality in the workplace which we believe is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.

- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by all Trustees.

## **RESPONSIBILITIES OF MANAGEMENT**

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Chairman of the Trust. Trustees and Managers will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each will ensure that:

- all their staff and volunteers are aware of the policy and the arrangements and the reasons for the policy;
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- proper records are maintained.

The Trustees will be responsible for monitoring the operation of the policy in respect of employees, volunteers and job applicants, including periodic audits.

In the context of the Covid-19 pandemic, the Trustees will ensure that the operation of the Hall conforms with Government regulations, reflects the risk assessment produced to govern operations and strives to implement good practices where appropriate.

## **RESPONSIBILITIES OF STAFF**

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and volunteers and their attitudes are crucial to the successful operation of fair employment practices. In particular all members of staff and volunteers should:

- comply with the policy and arrangements;
- not discriminate in their day to day activities or induce others to do so;
- not victimise, harass or intimidate other staff, volunteers or groups who have, or are perceived to have, one of the protected characteristics.
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- inform the Chairman of the Trust if they become aware of any discriminatory practice.

## **THIRD PARTIES**

Third-party harassment occurs where an employee is harassed, and the harassment is related to a protected characteristic, by third parties such as contractors, clients or customers. Bramley Village Hall Trust will not tolerate such actions against its staff and volunteers, and the employee/volunteer concerned should inform the Chairman of the Trust as soon as is practicable that this has occurred. Bramley Village Hall Trust will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

## **RELATED POLICIES AND ARRANGEMENTS**

All employment policies and arrangements have a bearing on equality of opportunity. The Company policies will be reviewed regularly and any discriminatory elements removed.

## **RIGHTS OF DISABLED PEOPLE**

The Company attaches particular importance to the needs of disabled people.

Under the terms of this policy the Trustees are required to:

- make reasonable adjustment to maintain the services of an employee/volunteer who becomes disabled, for example in training, provision of special equipment, reduced working hours. (NB: the Trustees are expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people in employment/volunteer status);
- include disabled people in training/development programmes;
- give full and proper consideration to disabled people who apply for jobs or volunteer, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

## **EQUALITY TRAINING**

A series of regular briefing sessions will be made available for staff/volunteers on equality issues, as requested or deemed necessary. Equality information is also included in induction programmes.

Training will be provided for the Trustees on this policy and the associated arrangements. All Trustees who have an involvement in the recruitment and selection process will receive specialist training.

## **MONITORING**

- Bramley Village Hall Trust deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements.
- The system will involve the routine collection and analysis of information on employees/volunteers by gender, marital status, ethnic origin, sexual orientation, religion/beliefs, and length of service. Information regarding the number of staff/volunteers who declare themselves as disabled will also be maintained.
- There will also be regular assessments to measure the extent to which recruitment to first appointment, internal promotion and access to training/development opportunities affect equal opportunities for all groups.
- The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.
- If monitoring shows that Bramley Village Hall Trust is not representative, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, company policies and practices as well as consideration of taking legal Positive Action.

Date of Writing: 14/03/2015

Date of Last Review: February 2024

Date of Next Review: February 2025