



Hale Community Centre

Equality, Diversity & Inclusion Policy

STATEMENT OF INTENT: Hale Community Centre is committed to achieving an environment where all people are made to feel welcome and valued.

- **We welcome our legal duties not to discriminate as a service provider and an employer and recognise that everyone is protected under the Equality Act 2010. We aim to go beyond the narrow scope of legislative compliance and follow best practice, making equality, fairness and diversity a fundamental part of all our activities.**
- **We will challenge discrimination and promote positive attitudes to equality to benefit all in contact with Hale Community Centre.**
- **These abiding principles should be maintained and promoted in our approach to service users, staff, volunteers, Board of Trustees and visitors, thus actively encouraging an appreciation, understanding and implementation of equality of opportunity for all.**

The statement is reviewed and monitored by the Board of Trustees of Hale Community Centre.

1. PURPOSE OF THE POLICY

This policy's purpose is to: -

- 1) Provide equality, fairness, and respect for all in our employment, whether temporary, part-time, full-time, or volunteering.
- 2) Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - Age
 - Disability
 - Gender reassignment
 - Marriage & civil partnership
 - Pregnancy & maternity

- Race (including colour, nationality and ethnic or national origin)
 - Religion or belief
 - Sex
 - Sexual orientation
- 3) Oppose and avoid all forms of unlawful discrimination. This includes in: -
- pay and benefits
 - terms and conditions of employment
 - dealing with grievances and discipline
 - dismissal
 - redundancy
 - leave for parents
 - requests for flexible working
 - selection for employment, promotion, training or other developmental opportunities

2. OUR COMMITMENTS

Hale Community Centre commits to: -

- 1) Encourage equality, diversity, and inclusion in the workplace as they are good practice and make business sense
- 2) Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all employees, consultants, contractors or volunteers are recognised and valued.

This commitment includes employees, consultants, contractors and volunteers about their rights and responsibilities under this Equality, Diversity & Inclusion Policy. Responsibilities include employees, consultants, contractors and volunteers conducting themselves to help the Community Centre provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All employees, consultants, contractors and volunteers should understand they, as well as the Board of Trustees, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

- 3) Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, consultants, contractors and volunteers, customers, suppliers, visitors, the public, and any others during the Community Centre's work activities.

Such acts will be dealt with as misconduct under the Hale Community Centre's Grievance and/or Disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

- 4) Make opportunities for training, development, and progress available to all employees, consultants, contractors or volunteers who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation
- 5) Make decisions concerning employees, consultants, contractors or volunteers being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- 6) Review employment and volunteer practices and procedures when necessary to ensure fairness and update them and the policy to take account of changes in the law.
- 7) Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

3. MANAGEMENT/GOVERNANCE

- 1) Hale Community Centre's Board of Trustees have overall responsibility for the implementation and monitoring of this policy, ensuring its effectiveness and dealing with any breaches of the policy, in line with other relevant Community Centre procedures.
- 2) The Community Centre will undertake that all its policies, services, strategic plans, practices, and procedures reflect and incorporate equal opportunities objectives.

4. OUR DISCIPLINARY AND GRIEVANCE PROCEDURES

It is expected that all Community Centre employees, consultants, contractors and volunteers put into practise the principles of equality at the Centre. Non-compliance with the policy will be taken seriously and dealt with in accordance with the Community Centre's procedures.

Use of the Hale Community Centre's grievance or disciplinary procedures does not affect an employee, consultant, contractor or volunteer's right to make a claim to an employment tribunal within three months of the alleged discrimination.

5. STATEMENT & POLICY REVIEW

- 1) The effectiveness of the aforementioned General Statement of Intent and other equal opportunity and diversity procedures in use at Hale Community Centre will be regularly reviewed and revised as and when necessary; generally this will be on a yearly basis or, earlier, when there has been a legislative change or changes within Hale Community Centre which may indicate a change is needed.
- 2) The Business Action Plan 2022-25 will support the implementation of the policy with clearly defined action, time scale and responsibility. The Business Action Plan 2022-25 will be monitored by the Centre Manager and findings reported to the Board.