

Equality and Diversity Policy

Equality Aims:

The Huntingdonshire Volunteer Centre Trustees wholly agree with the aims set out here and will rigorously oppose any unlawful discrimination of staff, volunteers or visitors.

GENDER

The Huntingdonshire Volunteer Centre will practice Gender Equality. The Huntingdonshire Volunteer Centre will promote a positive work-life balance environment and develop family-friendly policies.

AGE

The Huntingdonshire Volunteer Centre will eliminate unlawful age discrimination and will ensure that they comply with age discrimination legislation. Monitoring will be undertaken to identify any areas of inequality.

SEXUAL ORIENTATION

The Huntingdonshire Volunteer Centre will eliminate unlawful discrimination on grounds of sexual orientation. Policies will be reviewed to ensure that they comply fully with legislation on sexual orientation.

DISABILITY

The Huntingdonshire Volunteer Centre will seek to remove barriers to participation by disabled people wherever practicable. Staff who become disabled whilst working with the Volunteer Centre will be offered reasonable adjustments to enable them to continue working. Monitoring will be undertaken to identify any areas of inequality.

RACE/ETHNIC ORIGIN

The Huntingdonshire Volunteer Centre will ensure participation of people of colour and minority ethnic groups in all its activities. All policies will be reviewed and amended as appropriate in line with the Race Relations (Amendment) Act 2000. Monitoring will be undertaken to identify any areas of inequality.

RELIGION

The Huntingdonshire Volunteer Centre includes people from diverse religious and cultural backgrounds and will respect the needs and requirements of people who adhere to a range of cultural and religious beliefs. This will include staff and volunteer needs in relation to dietary requirements, and requests for leave and facilities for religious observance.

1. Policy

The Huntingdonshire Volunteer Centre is committed to promoting equality and diversity, providing an inclusive and supportive environment for all.

In the implementation of this policy the trustees will:

- ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction
- promote diversity and equality for all staff and volunteers and value the contributions made by individuals and groups of people from diverse cultural, ethnic, socio-economic and distinctive backgrounds
- promote and sustain an inclusive and supportive study and work environment which affirms the equal and fair treatment of individuals in fulfilling their potential and does not afford unfair privilege to any individual or group
- treat part-time staff fairly and equally
- challenge inequality and less favorable treatment wherever practicable
- promote greater participation of under-represented groups of staff by encouraging positive action to address inequality
- promote an environment free of harassment and bullying on any grounds in relation to all staff and volunteers

2. **Responsibility for Implementation**

The Trustees have ultimate responsibility for the effective implementation of the policy. The policy will be reviewed at least every two years, to ensure it remains commensurate with the law and best practice. The Manager, who has overall responsibility for equalities issues, will oversee the implementation of this policy.

3. **Responsibility and Liability**

All members of staff remain personally responsible for ensuring that they act within the law.

4. **Related Policies**

All policies and procedures will be reviewed by the Trustees to ensure that they comply with the Equality and Diversity policy and implemented with the co-operation of, and in consultation with, staff and volunteers.

Equality and diversity awareness will be built into all planning and review processes.

5. **Action Planning**

5.1 Recruitment and selection procedures will be reviewed and updated in the light of emerging equalities legislation and guidance offered to all relevant staff on drafting job descriptions and person specifications. Areas of identified inequality will be addressed.

5.2 Positive action measures will be put in place to support under-represented groups in specific areas, such as women seeking management posts and the employment of ethnic minorities and disabled staff.

6. **Complaints**

6.1 Any member of staff may pursue a grievance relating to their employment via the Grievance Procedure.

6.2 Staff or volunteers who experience bullying or harassment should report it to their line manager, or if it involves their line manager, to the Chair of Trustees.

This policy was approved by the Trustees of Huntingdonshire Volunteer Centre

Signed: *Mike Baker* Chairman

Date: *23/1/2024* Date of next Review: *23/1/2025*

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