



## Palgrave and District Community Centre (PDCC)

### Equal Opportunities Policy Final

#### 1. Statement of Intent

The aim of this Policy is to communicate the commitment of the Trustees to the promotion of equality of opportunity within the membership of the Palgrave & District Community Centre (the PDCC). It is policy to provide equality of membership to all members, irrespective of:

- gender, including gender reassignment;
- marital or civil partnership status;
- having or not having dependents;
- religious belief or political opinion;
- race (including colour, nationality, ethnic or national origins);
- disability;
- sexual orientation; and
- age.

We are opposed to all forms of unlawful and unfair discrimination. All members of the organisation will be treated fairly and will not be discriminated against on any of the above grounds. Decisions on membership, selection for office, training or any other benefit will be made objectively, without lawful discrimination, and based on aptitude and ability. The PDCC recognises that the provision of equal opportunities in all our activities will benefit the organisation. We also recognise that there is a statutory duty enacted under national law to implement an equal opportunities policy which will apply to members of the organisation and to volunteers alike.

#### 2. Equality Commitments

We are committed to:

- promoting equality of opportunity for all persons;
- promoting a good and harmonious environment in which all men and women are treated with respect and dignity and in which no form of intimidation or harassment is tolerated;
- preventing occurrences of direct or indirect discrimination, harassment and victimisation;
- fulfilling all our legal obligations under the national equality legislation and associated codes of practice;
- complying with our own equal opportunities policy and associated policies; and
- breaches of our own equal opportunities policy will be regarded as misconduct and could lead to termination of membership.

#### 3. Suitability for positions of trust

As an organisation using the appropriate Disclosure and Barring Service in the UK to assess a members' suitability for positions of trust, the organisation undertakes to comply fully with the corresponding national Code of Practice and treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any person on the basis of a conviction or other information revealed. A disclosure is only requested if relevant to the participation in a regulated activity. Every person undergoing a disclosure check will be made aware of the corresponding Code of Practice and a copy will be available on request.

#### 4. Monitoring and Review

The effectiveness of the Equal Opportunities Policy will be reviewed at least annually and action taken as necessary.

#### 5. Complaints

May 9<sup>th</sup> 2019

Members or volunteers who believe they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

## **6. Complaints Procedure**

This procedure provides Members and volunteers with a means by which to lodge a grievance or complaint if informal discussions have failed to resolve the issue(s), or where they do not believe that the matter can be dealt with informally.

Grievances or complaints should firstly be reported to the Chairman who will then report the issue to the Trustees. Members and volunteers can, if necessary, report the issue directly to the Vice-Chairman if the issue directly concerns the Chairman, if the Chairman is unavailable, or if it is otherwise inappropriate. Depending on the nature and seriousness of the issue, the Chairman may ask the Member or volunteer to put the complaint in writing.

When reporting the grievance in writing, the Member or volunteer should include all details relevant to their complaint. They should include names, dates and locations and a description of events that have occurred and have led to the complaint being made.

The Trustees may in some cases elect to suspend individuals from voluntary work whilst the matter is being investigated. Members and volunteers will be notified of this in writing. Once all the facts have been investigated a decision will be made and appropriate action will be taken if necessary.

All comments and complaints should be recorded together with actions taken, process followed, decisions made and then final outcomes, where measureable.

### **This Policy:**

Will be reviewed every 12 months.

**Adopted On: 18<sup>th</sup> October 2017**

**Reviewed: May 2019**

**Signed:**



**Chairman**