

ALFORD AND DONSIDE HERITAGE ASSOCIATION (SCIO)

EQUALITY, DIVERSION AND INCLUSION POLICY

Alford and Donside Heritage Association is committed to encouraging equality, diversity and inclusion among our volunteers, and eliminating unlawful discrimination.

The aim is for our volunteers to be truly representative of all sections of society and our customers, and for each individual to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

OUR POLICY'S PURPOSE

This policy's purpose is to:

1. Provide equality, fairness and respect for all working for us, whether voluntarily or paid, temporary, part-time or full-time.
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and 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
 - workplace conditions
 - dealing with grievances
 - leave for parents
 - requests for flexible working
 - selection for training or other developmental opportunities

OUR COMMITMENTS

The organisation 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 are recognised and valued.

This commitment includes training individuals about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include volunteers conducting themselves to

help the organisation provide equal opportunities, and prevent bullying, harassment, victimisation and unlawful discrimination.

All volunteers should understand that they, as well as the organisation, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their duties, against fellow volunteers, customers, suppliers and the public

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow volunteers, customers, suppliers, visitors, the public and any others in the course of the organisation's activities.

Such acts will be dealt with as misconduct under the organisation's grievance procedures, and appropriate action will be taken.

Further, sexual harassment may amount to 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 and development available to all volunteers, who will be helped and encouraged to develop their full potential, so that their talents and resources can be fully utilised to maximise the efficiency of the organisation.

5. Monitor the make-up of the workforce regarding factors such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion.

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.

OUR GRIEVANCE PROCEDURES

Details of the organisation's grievance procedures can be found from the Secretary. This includes with whom a volunteer should raise a grievance – usually a Trustee.

April 2024