

Equal Opportunities and Diversity Policy

Policy Review Committee

Chairman **Mike Burrows**

Secretary **Tracey Crutchley**

Section 1 – Introduction

This policy concerns the implications of the concerning equal opportunities and diversity as it applies to Forum employees and volunteers, also students attending the Windmill Hill Telematics Centre.

Access

Forum employees, volunteers and students are made aware of the existence of this policy and have open access to it:

- On paper in a folder in the Telematics Centre
- Electronically on the Forum website at www.whcf.org.uk/policies

This policy is reviewed annually and may be revised in response to feedback from Forum personnel and external organisations.

Section 2 – Policy Statement

Windmill Hill Community Forum, the charity which owns and runs the Telematics Centre, was formed to serve all the residents in the Windmill Hill community and to provide them with help, support, and advice no matter what their:

- colour
- race
- age
- sex
- sexual orientation
- domestic status
- religion
- disability

The Windmill Hill Forum & Telematics Centre acknowledges that there could also be other groups in our society, now or in the future, which are not mentioned above. These groups will also receive protection under our policy, as they become known to us.

We expect every person and department to make a positive commitment to this policy namely:

- All Forum employees and Telematics Centre tutors, whether paid or voluntary
- All Community Groups affiliated to the Windmill Hill Community Forum
- All visitors to the community office, whether commercial or the general public
- All visitors or students using the Telematics Centre
- The Forum will ensure that the services it provides are accessible to all and endeavour to positively encourage and benefit people from disadvantaged groups
- The Forum will undertake an annual equality action plan and effective monitoring records will be maintained
- Where appropriate, the Forum will supply specialist aids and facilities to enable disabled people to participate fully whether as staff, volunteers or students
- The Forum will fully support all personnel and students who are faced with prejudice and discrimination
- The Forum will offer equal opportunities training to all employees and service users and also undertake to monitor and review this training annually
- Breaches of our equal opportunities policy will be regarded as misconduct and may lead to disciplinary proceedings
- The policy will be reviewed annually to ensure that tutors, staff, students and visitors do not face prejudice and discrimination when attending the Forum

Legislation

The policy will be implemented within the framework of the relevant legislation which includes:

- Equal Pay Act 1970 & Equal Value Amendment 1984
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975
- Race Relations Act 1976 & Race Relations Amendment Act 2000
- Disability Discrimination Act 1995
- The Protection from Harassment Act 1997
- Data Protection Act 1998
- Human Rights Act 1998
- Employment Act 2002
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Age) Regulations 2006
- Creation of Equality & Human Rights Commission 2006

If anyone believes there has been a breach of this policy then they should follow the procedure set out in Section 3 of this document.

Section 3 – Procedure

Complaints Procedure

Stage 1: Any person who believes, sees, or feels that this Equal Opportunities Policy, or its aims, has not been respected should immediately bring the situation to the attention of one of the Trustees or a Tutor of Windmill Hill Forum & Telematics Centre. The Trustees of Windmill Hill Community Forum are:

- Mike Burrows
- Gordon Jenions
- Tracey Crutchley
- David Brandwood
- Cllr Mike Shepherd

The Trustee or Tutor will then speak to the offending person(s) and will remind them of the existence and purpose of this policy and ask that person to adhere to the policy.

Stage 2: If the offender continues with their unacceptable behaviour, then the matter will be put before the Trustees Management Committee who will decide a course of action.

The committee may:

- Issue a warning as to future conduct
- Suspend or ban the offender from the premises
- Report the offence to higher authority

Stage 3: The offending person(s) has the right of appeal. They should write to the “The Trustees of Windmill Hill Community Forum” and deliver their appeal to the community office. Their appeal will be heard by the Trustees at a special meeting. The decision of the Trustees will be final.

Monitoring

Every new employee, volunteer, student or regular visitor to the Community Office or Telematics Centre will have access to the Equal Opportunities Policy & Procedure.

It is the responsibility of all members and groups, supported by, or employed by, or who work with the Windmill Hill Community Forum to monitor their own actions and also the behaviour of others.

All breaches of the policy will be recorded and brought to the attention of the Trustees Management Committee.

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Revised by Mike Burrows
17 March 2009