

# Equality & Diversity Policy

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## **Policy Review Committee**

**Chairman**      **Mike Burrows**      .....

**Secretary**      **Tracey Crutchley**      .....

## Section 1 – Introduction

This policy concerns the implications of Equality and Diversity as it applies to employees and volunteers, also students of the Windmill Hill Forum & Telematics Centre.

### Access

All Forum employees 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](http://www.whcf.org.uk/policies)

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

## Section 2 – Policy Statement

Windmill Hill Community Forum Ltd is committed to promoting a supportive and inclusive culture for all of our employees, volunteers, service users and students. We aim to ensure that no job applicant, employee, volunteer, service user or student receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender reassignment or parental/marital status, sexual orientation or disability. By integrating individual strengths, we will maximise efficiency and creativity, and deliver a greater service to the residents of Windmill Hill, to our students and to our clients.

This inclusive culture is reflected in our principles and values.

### Aims

The Forum will demonstrate equality by carrying out the following:

- Employees and volunteers will be treated fairly and without discrimination during their employment, commencing with the recruitment process and have access to promotions when available based on merit.
- Employees and volunteers will be fairly appraised and rewarded for personal contributions to the organisation, taking into account internal and external comparisons.
- Employees, volunteers and students will be able to work in a healthy and safe environment free from hazards.
- Employees, volunteers and students will be able to access opportunities for training and development in order to develop their full potential.
- Employees, volunteers and students will be supported in balancing work and home life commitments and have requests considered objectively.
- Employees, volunteers and students will be treated with dignity and respect in a fair and consistent manner in an environment where inappropriate behaviour is not acceptable.

### Roles and responsibilities

- The Forum's Board of Trustees has ultimate responsibility for the equality and diversity policy.
- The Chairman is to implement, monitor and evaluate the policy in terms of employment, practice and service delivery. They are also under a duty to ensure that the Board of Trustees is regularly kept informed of why the policy should be implemented and the implications to the Trustee's of any decisions affecting equality and diversity.

- The Forum is committed to promoting equality for all. If any person feels that they have been subject to discrimination in employment, which is in direct conflict with our commitment to equality of opportunity, they should raise this with a Trustee. Alternatively, consider registering a complaint through the agreed grievance procedure.
- All employees, volunteers and students have a responsibility to treat others with dignity and respect. If an employee is found to have acted in a deliberately discriminatory manner, appropriate disciplinary procedures will apply.
- All employees, volunteers and students will be informed that an equality and diversity policy is in operation and are bound to comply with its requirements. This policy will also be drawn to the attention of the Forum's service users, funding agencies, stakeholders and job applicants through appropriate communication channels, for example the policy will be posted on the website.
- All employees and volunteers will be given a copy of the equality and diversity policy upon their appointment and whenever the policy is modified.
- It is expected, that when employees and volunteers are representing the Forum in an external capacity, as part of their role, that they will ensure that equality and diversity principles and practices are adhered to.

## **Service Delivery**

The Forum seeks to ensure that its services are accessible to all service users.

The Board of Trustees will regularly review the application of the equality and diversity policy in respect to service provision.

## **Monitoring and Evaluation**

- The Forum will regularly evaluate its services and the effectiveness of its equality and diversity policy.
- Monitoring will be carried out by the Forum to provide the data for this regular evaluation. For example, the Forum may ask service users, job applicants, volunteers, trustees, residents and students, for information about their ethnic origin, disability, marital status, age or other personal information. This will only be done for a specific defined purpose such as collecting statistical data for funders, for research, or for our own monitoring necessary to evaluate this policy's impact.

- The Forum will be sensitive to groups and individuals and will have due regard for the principles of data protection when seeking information.

## **Review of this Policy**

The Forum's commitment to equality and diversity is an active one. This document will be amended on a regular basis as part of this active commitment.

The Forum will seek to keep up-to-date with new developments in Equality and Diversity practice and actively seek information on this issue.

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Revised by Mike Burrows

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