

Staple Hill Community Hub

Equality and Diversity Policy

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1. Equality and Diversity Statement

Staple Hill Community Hub ('the Hub') aims to *be an inclusive organisation that promotes equality and diversity, seeks to ensure that equality and diversity principles underpin all areas of its work and service provision, and is committed to pro-actively tackling and eliminating discrimination*

We consider diversity to mean celebrating difference and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions which is beneficial not only for the individual but for the Staple Hill Community Hub too.

It is unlawful to discriminate against people because of a *protected characteristic*:

- *sex.*
- *gender reassignment.*
- *marriage and civil partnership.*
- *pregnancy and maternity.*
- *race (including ethnic origin, colour, nationality and national origin).*
- *disability.*
- *sexual orientation.*
- *religion and or belief.*
- *age.*

However we recognise that people may experience discrimination for many additional social, educational and economic reasons such as their language, health, caring responsibilities, trade union activity, where they live, how they speak and whether they work flexibly. This policy will apply equally to all these circumstances.

Staple Hill Community Hub will not tolerate discrimination, harassment, bullying, victimisation, or abuse of people who are staff members/volunteers or of people connected with the services provided by the Hub.

2. Related Documents

- Complaints Procedure
- Data Protection Policy
- Disciplinary Procedure
- Grievance Procedure
- Recruitment Policy

3. Management Issues and Delivery Mechanisms

Staple Hill Community Hub's Board of Trustees has ultimate responsibility for the equality and diversity policy. It is the responsibility of the Chair of Trustees to implement, monitor and evaluate the equality and diversity policy in terms of employment practice and service delivery. S/he is also under a duty to ensure that the Board of Trustees is regularly kept informed of the policy's implementation and the implications of the Board of Trustee's decisions and policies for equality and diversity issues.

It is the responsibility of all staff and volunteers to uphold this policy and to report any discrimination of which they become aware.

All staff members and volunteers (including trustees) will be informed that an equality and diversity policy is in operation and that they are bound to comply with its requirements. The policy will also be drawn to the attention of the Hub's members, funding agencies, job applicants and those using the services of the Hub.

The policy will be easily available in our office and on our website, and accessible to staff members, volunteers and visitors.

Staple Hill Community Hub's grievance and disciplinary procedures will be used to deal with any complaints about discrimination, harassment or bullying involving staff or volunteers.

Complaints from people using the Hub's services will be dealt with through the Hub's complaints procedure.

Staple Hill Community Hub seeks a broad and representative Board of Trustees.

It is expected that when staff members or volunteers (including trustees) represent the Hub on the committees of other agencies they will endeavour to ensure that equality and diversity principles and practices are adopted by those agencies.

4. Employment Practices

Selection for employment at Staple Hill community Hub will be on the basis of aptitude and ability. Please refer to the recruitment policy.

5. Service Delivery

Staple Hill Community Hub seeks to ensure that its services are accessible to all sections of the community served by it.

Staple Hill Community Hub will make public its commitment to combating discriminatory attitudes where these are encountered.

Staple Hill Community Hub will attempt to ensure that none of its policies discriminate directly or indirectly against any group or individual.

Staple Hill Community Hub will attempt to find ways of making our service accessible to everyone.

Staple Hill Community Hub will take all reasonable steps to ensure that its premises are accessible to people with mobility difficulties. In the event that the premises are not accessible for particular individuals, Staple Hill Community Hub will endeavour to make reasonable adjustments.

Staple Hill Community Hub will be sensitive to the particular needs of service users.

6. Monitoring and Evaluation

Staple Hill Community Hub will, from time to time, evaluate its services and the effectiveness of its equality and diversity policy.

Staple Hill Community Hub will monitor all job applications, appointments, and promotions for all groups with reasons for such decisions, to ensure that the policy is working.

Monitoring may be carried out by Staple Hill Community Hub to provide the data for evaluation of the effectiveness of this policy. All information will be stored in line with GDPR.

7. Staff and Volunteers' Induction and Training

During the staff member or volunteer induction period, staff members and volunteers will be made aware of organisational policies and the responsibilities of staff members and volunteers to maintain these practices and relevant specialist training agreed.

8. Review of This Policy

Staple Hill Community Hub's commitment to equality and diversity is an active one. This document should be reviewed on a regular basis (and no less often than every 3 years) as part of this active commitment.

Staple Hill Community Hub will also seek to keep abreast of new developments in equality and diversity practice.

Date Agreed by Board of Trustees:
Date of Last Review: