

## **HemingfordHub Equality Policy**

**19.02.2021**

HemingfordHub is committed to encouraging equality and diversity among our volunteers and residents, and eliminating unlawful discrimination.

The aim is for our volunteers and residents to be truly representative of all sections of society and for everyone to feel respected and able to give their best.

HemingfordHub, in providing goods and/or services and/or facilities, is also committed against unlawful discrimination of the public.

The policy's purpose is to:

- provide equality, fairness and respect for all in our Hub, whether temporary, part-time or full-time
- 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, gender and sexual orientation.
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of volunteering/employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for volunteering/residents, promotion, training or other developmental opportunities.

The organisation commits to:

- encourage equality and diversity in the volunteering environment as they are good practice and make sense
- create a volunteering environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all volunteers/residents are recognised and valued

This commitment includes training volunteers and all employees about their rights and responsibilities under the equality policy. Responsibilities include volunteers conducting themselves to help the organisation provide equal opportunities in helping others in their roles, and prevent bullying, harassment, victimisation and unlawful discrimination

All volunteers should understand they, as well as their line manager or care professional guide, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their volunteering or employment, against fellow volunteers, employees, clients, suppliers and the public

- take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow volunteers, clients, 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 and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice

Further, sexual harassment may amount to both an employment rights matter and 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

- make opportunities for training, development and progress available to all volunteers, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation
- decisions concerning volunteers being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
- review volunteer/employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law

Monitoring will include assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues

Details of the organisation's grievance and disciplinary policies and procedures can be provided by a formal written request to HemingfordHub. This includes with whom a volunteer or resident should raise a grievance — usually a member of the HemingfordHub Working Group.

Use of the organisation's grievance and/or disciplinary procedures does not affect a volunteer's or resident's right to make a claim to a tribunal within three months of the alleged discrimination.

The HemingfordHub Working Group will review this policy and related good practice annually.

Chairman's Signature: *Tish Peek*

Adopted by the HemingfordHub Working Group on: 19/02/2021 Latest Review Date: 16/03/2022