Cromhall Village Hall and Recreational Trust

Equality and Diversity Policy

Introduction and aims of the policy

Cromhall Village Hall and Recreational Trust recognises and values people's differences and will assist them to use their talents to reach their full potential.

The organisation will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the organisation. This policy is designed to ensure that Cromhall Village Hall and Recreational Trust complies with its obligations under equality legislation and demonstrates our commitment to treating people equally and fairly.

Cromhall Village Hall and Recreational Trust is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics as in the Equalities Act 2010).
As of 1st January 2024, the Equality Act 2010 was amended to include the Worker Protection Act 2023, which introduced a new legal duty for employers to prevent sexual harassment. This came into effect 26th October 2024.

Using fair and objective employment practices, the organisation aims to ensure that

- all volunteers/service users, employees and potential employees are treated fairly and with respect at all stages of their employment
- all volunteers/service users and employees have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from other service users (customers or clients) or people (third parties) who are not volunteers or employees of Cromhall Village Hall and Recreational Trust.
- all volunteers/service users and employees have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination
- all volunteers/service users and employees have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not.

This section provides the definitions of direct and indirect discrimination.

Direct discrimination is when an individual is treated less favourably than someone else because of their:
• sex
• marriage or civil partnership
• gender reassignment

- pregnancy and maternity leave
- sexual orientation
- disability
- race
- religion or belief
- age

Indirect discrimination is where there is a working condition, practice or rule that disadvantages one group of people more than another. In other words it is more difficult for people from one group to comply with the requirement. Even if it is done accidentally indirect discrimination is unlawful. Indirect discrimination is only allowed if it is necessary for the way the business works, and there is no other way of achieving it, even with reasonable adjustments.

Discrimination arising from disability is where a disabled person is treated unfavourably because of something connected to their disability where it cannot be objectively justified. This only applies where the organisation knew or could reasonably be expected to know that the person was disabled.

Associative Discrimination is where someone is treated worse than someone else because they are associated with someone with a protected characteristic.

Perceptive Discrimination is where someone is treated worse than someone else because there has been an incorrect assumption that they have a protected characteristic. This applies even if the person does not possess the characteristic.

Third Party Harassment is where an individual is harassed by a third party who is not an employee or volunteer of Cromhall Village Hall and Recreational Trust. The organisation becomes liable if it has happened on at least two occasions, that it is aware that it took place and have not taken steps to prevent it happening again.

There shall be no bias or unconscious bias, where a person is perceived or assumed to be incapable or unsuitable because of a protected characteristic.

Scope of the policy

The policy applies to all committee members, cleaning staff and service users.

The policy applies to all stages of employment including recruitment and selection, promotion and training.

Responsibilities

It is the responsibility of Cromhall Village Hall and Recreational Trust's named equality and diversity representative to develop and lead the implementation of the equality and diversity policy.

Responsibility for approving the policy and monitoring that it is being followed rests with Cromhall Village Hall and Recreational Trust committee members and named equality and diversity representative.

Employees and volunteers of Cromhall Village Hall and Recreational Trust have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices. The reputation of the Cromhall Village Hall and Recreational Trust is to be upheld and volunteers may jeopardise their position should the policy not be followed. Individuals may be personally liable should they carry out any discriminatory acts.

These actions will be taken to support the equality and diversity policy:

- Ensuring that every individual is assessed according to his or her personal capability to carry out a given job/role
- Ensure that all employees/volunteers are given equal treatment with regard to terms and conditions of employment, or in providing the same or broadly similar work, or work of equal value.
- Ensure that all relevant requirements of the Equality Act in relation to disability are met and adhered to. This will include making reasonable adjustments to ensure access to volunteering tasks and opportunities.
- Ensure that any amendments to any legislation relating to discrimination are met and adhered to.

Implementation of the policy

All staff and volunteers will be involved in creating an equality environment and one that values diversity.

Communications, working with partners and users of our service

- We will ensure that a copy of the policy is readily available to prospective volunteers, potential employees and users of our service
- We will ensure all new starters have the opportunity to discuss the policy with committee members
- Make use of team meetings to discuss the policy and defining areas where practice could be improved
- Access equality and diversity training and guidance to volunteers as is required
- Monitor the relevance of the policy and ensure it is up to date.
- Consider formats for promotional material so that there is appropriate use of language/ formats / fonts/ size

- Consider locations where the organisation's services are promoted / advertised
- Consider accessibility of location from which the service is provided
- Consider the diverse make up of the volunteers in relation to your service users

Reporting discrimination/potential discrimination

Any volunteer, employee or service user who feels that they have suffered any form of discrimination should raise the issue through the equality and diversity named representative or committee chair person, all complaints will be treated seriously, promptly and confidentially, and be investigated.

Employees/volunteers/service users should also use this approach if they feel that they been the subject of harassment from someone who is not a volunteer or employee of Cromhall Village Hall and Recreational Trust.

Cromhall Village Hall and Recreational Trust will not tolerate any harassment from third parties towards its employees/volunteers/service users and will take appropriate action to prevent it happening again.

If an employee/volunteer/service user witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex or sexual orientation, even if it is not directed at them they should also use this procedure.

Monitoring and review

This policy will be monitored to judge to what extent it is working and identify areas for improvement. Monitoring will relate to both employees/volunteers and to service users.

This policy will be reviewed annually by Cromhall Village Hall and Recreational Trust committee members and the named equality and diversity representative, to ensure that it remains up to date and reflects the needs and practices of the Village Hall.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.

Review of this policy

Cromhall Village Hall and Recreational Trust is committed to reviewing policy and good practice every 2 years.

Policy created: 06/11/18
Reviewed: 20/10/25
Last reviewed by: Gill Drew

Position: Cromhall Village Hall and Recreational Trust Committee Member and Named Equality and Diversity Representative
Review due: 20/10/27