



# Volunteer Centre

Thornbury

## EQUALITY AND DIVERSITY POLICY

### REASONS FOR THE POLICY

Thornbury Volunteer Centre recognises that certain groups and individuals in our society have suffered and continue to suffer discrimination. This policy is designed to enable Thornbury Volunteer Centre to take positive steps to eliminate direct and indirect discrimination in its employment of staff and volunteers, its committee structure and its provision.

It is important that Thornbury Volunteer Centre's management structure and the organisation's internal working reflect this commitment.

### STATEMENT OF INTENT

Thornbury Volunteer Centre recognises that everyone has a contribution to make to our society and a right to equal treatment. We aim to ensure that no job applicant, staff member, volunteer organisation/individual to whom we provide services will be discriminated against by us on the grounds of:

- Race, colour, nationality, ethnic or national origin.
- Sex, marital status and caring responsibilities.
- Sexual orientation
- Age
- Physical or mental disability or mental ill health.

Which has the effect of intimidating, humiliating, ridiculing and/or undermining the confidence of a person/group of people due to their colour, nationality or ethnic group.

Such behaviour includes:

- Physical abuse
- Verbal abuse
- Derogatory comments/jokes
- Written abuse, including graffiti and the display of offensive material
- Differential treatment

Thornbury Volunteer Centre will not tolerate racial harassment of its volunteers, workers, management committee members or users of services. Racial harassment is an insidious practice. It damages and demeans individuals being treated in such a manner. It can create stress in any situation, morale is affected and work effectiveness declines.

All members, workers, management committee, volunteers and users, Thornbury Volunteer Centre have a responsibility to enforce the policy.

Any person who feel that they are victims of racial harassment should take action through the appropriate procedures: grievance/disciplinary/complaints.

Users of services harassing volunteers, workers or other users may have such services withdrawn until undertaking is made that such behaviour will cease.

## **DEALING WITH ALLEGATIONS**

All allegations of racial abuse and harassment should be taken seriously.

Each alleged incident should be investigated and dealt with appropriately with urgency, and recorded in detail as

- Political belief, religion
- Class, employment status
- Unrelated criminal convictions

We aim to ensure that volunteers working with individuals and in organisations, which the centre organises or provide services to staff and management committee, commit themselves to taking positive action against discrimination.

## **IMPLEMENTATION**

1. The Centre's Equality and Diversity Policy will be made known to applicants, clients and user organisations, where applicable in printed material. This should take the form of a written statement or other format as appropriate.
2. The Centre will provide members, staff, volunteers and the management committee with a written statement setting out the Equality and Diversity policy.
3. Publicity/advertising of services and opportunities will aim to reach all sections of the community. However, the Centre recognises that equal treatment is not necessarily "same treatment".
4. The Centre will work towards introducing further measures designed to aid the effectiveness of its Equality and Diversity policy.
  - a) Provision of training for management committee and staff to ensure that they understand their responsibility under Equality and Diversity policy.
  - b) Provision of written guidelines defining the terms and concepts referred to in the policy and setting measures which can be taken to implement it.
  - c) Development of a grievance procedure to include clients, organisations as well as staff and volunteers.

## **MONITORING THE POLICY**

**Employment:** Every application form for a vacant post will include a detachable monitoring form.

**Service Provision:** Every Volunteer Registration form will include an Equality and Diversity Monitoring Form. The Development Co-ordinator on a yearly basis will produce a statistical breakdown from these forms and present a report to the management committee.

The management committee will ensure that the work of Thornbury Volunteer Centre takes full account of the needs of those groups that are particularly disadvantaged within the society, and that work is undertaken that will promote equal and diverse opportunities.

The management committee shall regularly monitor and evaluate the effectiveness of this policy in achieving stated aims. This process shall be undertaken at least annually, shall include the review of each area, and shall seek the views of organisations and individuals representing the interest of those groups referred to in the policy.