



Equality and Diversity

EQUAL OPPORTUNITIES AND DIVERSITY POLICY

1. **POLICY STATEMENT:**

Bourne Free wholeheartedly supports the principle of equal opportunities in employment, volunteering and attendance to any event affiliated to Bourne Free and is committed to eliminating discrimination and encouraging diversity in our charity.

Our aim is that our trustees, volunteers, and employees will be truly representative of all sections of society. We will promote a culture in the charity where we recognize that people from different backgrounds and experiences can bring valuable insights to us and enhance the way in which we operate.

To that end, the purpose of this policy is to provide equality and fairness for all our trustees, volunteers and employees and not discriminate on grounds of age, gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, gender reassignment, religion, HIV status, unrelated criminal convictions, or membership (or non-membership) of a trade union. We oppose all forms of unlawful and unfair discrimination.

2. **SCOPE OF POLICY:**

All trustees, employees, and volunteers, whether full-time, part-time, permanent, temporary, or voluntary will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefits, will be purely on the basis of aptitude and ability. We will ensure that no applicant, trustee, volunteer, or employee receives less favourable treatment, and all trustees, employees and volunteers are helped and encouraged to develop to their full potential. We will also ensure that the talents and resources of our trustees, employees and volunteers are fully utilised to maximise the efficiency of the charity.

Whilst this policy cannot be applied directly to third parties with whom we work, if any issues become apparent with regards to equality and diversity in relation to any contractor or third party, then this will be taken seriously by the charity and raised with the other party in the strongest possible terms.

All trustees, employees and volunteers are expected to co-operate with any measures introduced to ensure equal opportunities in the charity.

3. **OUR COMMITMENT:**



As part of the operation of this policy we undertake to operate within the following commitments:

- To create an environment in which individual differences and the contributions of all our trustees, staff, and volunteers, are recognised and valued
- Create a working environment for every trustee, employee, and volunteer, that promotes dignity and respect for all. No form of discrimination, intimidation, bullying or harassment will be tolerated
- Ensure that all events operated by Bourne Free promote inclusion and diversity and provide a safe space for attendees to be themselves, without prejudice.
- This policy is fully supported by the Board of Trustees.

4. IMPLEMENTATION:

It is our responsibility to promote equality of opportunity in employment and to monitor the implementation of this policy regularly.

We will ensure that this policy is effectively communicated, and that proper training and guidance is given to ensure that all trustees and employees fully understand their own responsibilities as set out in both this policy and as laid down in law. We will also ensure all volunteers are given appropriate induction around this policy.

All employees have a responsibility to observe this policy and to ensure that equality of opportunity is continuously provided for in the charities' activities. Anybody observing obvious breaches of this policy should make this known to the Chair and if need be, the Vice-Chair if concerning the Chair directly.

5. AREAS COVERED BY THE POLICY:

a) Recruitment/selection, training, development, and promotion:

All these areas will be based strictly on merit and business performance and no account will be taken of the age, gender, marital status, race, ethnic origin, nationality, national origin, disability, sexual orientation, gender reassignment, religion, HIV status, unrelated criminal convictions, or membership (or non-membership) of a trade union of the individual.

The charity is responsible for ensuring that no job applicant, or employee receives less favourable treatment, and that no-one is placed at a disadvantage by requirements that are either directly or indirectly discriminatory.

b) Religion, creed, or personal belief:



Neither the organisation nor its employees will discriminate against any creed, religion, or personal belief, provided that such creeds or beliefs do not run counter to this policy by advocating discrimination or intolerance of others. The charity will endeavour to accommodate, as far as is practicable, essential practices related to such creeds and beliefs, provided that they neither breach charity policy nor interfere with the efficient safe running of the charity or its legal obligations, e.g., health and safety

c) Disability:

The charity recognizes that the unique problems of disabled employees and attendees may require and will ensure that special arrangements be made to enable them to fulfil their roles effectively and/or attend events. The charity will aid, where possible, the recruitment of disabled employees through the consideration of adaptation of premises, the modification of equipment, the provision of special aids and job re-structuring. This will be undertaken within the financial and practical constraints of the charity.

d) Criminal records:

It is the policy of this charity to undertake formal Disclosure & Barring Service checks when appropriate to the event or role undertaken (including some 3rd parties). Whilst it will be a condition of appointment that all criminal convictions are declared (including those that may normally be classed as spent), we will not discriminate by refusing employment because of criminal convictions that are not relevant to the duties of the post.

All trustees/volunteers/employees or 3rd parties who are likely to have unsupervised, substantial access to vulnerable people, will be required to complete an application for a search of the Disclosure & Barring Service or provide a relevant copy. The Charity will also undertake these checks for such other posts as are deemed necessary. All parties will be informed if this is a requirement for their role or inclusion as a supplier for Bourne Free.

e) Age:

In assessing the ability of an individual to carry out a specific role, the assessment will be based strictly on the requirements of that job/role. Age, in isolation, will neither be used to justify the appointment nor to debar an applicant from that appointment

f) Harassment or intimidation:

The Charity will not tolerate any harassment or intimidation of an individual. Where any such complaint of harassment or intimidation is lodged, it will be dealt with promptly.

g) Discrimination:



This occurs when someone directly or indirectly treats a person or a group of people unfavourably on the grounds of their race, colour, nationality, ethnic origin, national origin, age, religion, HIV status, gender, sexual orientation, marital status, gender reassignment, membership (or non-membership) of a trade union, or their disability. This covers all behaviour including remarks and insinuations, both verbal and non-verbal, which cause offence. It can also include insensitive jokes, deliberate exclusion from conversations, or insulting words and behaviour.

6. LIABILITY:

Anyone associated to Bourne Free can be held personally liable for acts of discrimination that they commit, authorise, contribute to, or condone.

It is not sufficient to just conform to the letter of this policy; all trustees, volunteers, employees, and third-party suppliers must ensure that there is not discrimination in any of their decisions, behaviour, or actions. All trustees, employees and volunteers have a responsibility to guard against any form of discrimination and to avoid any behaviour that goes against the spirit of this policy.

The following are some examples of such actions; this is not meant to be an exhaustive list:

- Discrimination, in the course of their employment, against job applicants, employees, or customers, in any aspect of pre-employment, employment or service delivery, on any grounds laid out in this policy
- Inducing, or attempting to induce, employees or managers to practice unlawful discrimination
- Indulging in verbal or physical, sexual, racist or any unlawful harassment of a nature which is known, or should be known, to be offensive to the victim
- Victimising individuals who have made allegations or complaints of unlawful discrimination, or provided information about such discrimination or harassment

7. TRAINING AND COMMUNICATION:

The charity will undertake to provide training and information for employees to ensure that they understand their position in law, the charity's Equal Opportunities Policy and their responsibilities under that policy. In particular training will be incorporated into:

- a) Induction programmes for Trustees and Employees
- b) Volunteer training at all events.

8. MONITORING:



The Charity will carry out monitoring procedures to ensure compliance with this policy. The extent and scope of such monitoring will reflect the size of the charity and how it operates.

9. Raising a concern:

If anybody has an issue that they wish to raise under the terms of this policy, then they should do that directly through the Chair and if need be, to the Vice-Chair where the Chair is directly involved in any concerns.

If you are a Trustee, employee, or volunteer, when you are using this procedure and making a complaint, you have the right to be supported by a colleague from the charity.

If you are an attendee to any Bourne Free event and/or a third-party supplier, you can raise your complaint via.

info@bournefree.co.uk or write to 8 Stratfield Saye, 20-22 Wellington Road, Bournemouth, BH8 8JN. All complaints received will be responded to in 28 days.

If it is inappropriate for a matter of this nature to be raised in the first instance with the Chair (because of its sensitive nature, or because it directly involves them), it may be raised immediately with the Vice-Chair or another Trustee in strict confidence. Your complaint will then be investigated fully, and appropriate action taken.

No Trustee, employee or volunteer will be victimised or suffer any detriment as a result of having raised any complaint under this procedure or provided evidence during any investigation of a complaint.