



## Equal Opportunities Policy

### Rationale

Tinderwood Trust is wholeheartedly committed to promoting equality and diversity and to becoming a model of best practice in the voluntary and community sector. We believe that our society will be stronger and more effective if we can meet the diverse needs of all our service users and attract and retain a Management Committee and membership that reflect the community we serve.

We recognise that many people in our society experience discrimination. Discrimination is acting unfairly against a group or individual through exclusion, verbal comment, denigration, harassment, victimisation, and a failure to appreciate needs or the assumption of such needs without consultation. Discrimination can be direct or indirect (where the requirement or condition on all, but which has an adverse impact on a particular group and cannot be justified). All forms of discrimination are unacceptable, regardless of whether there was any intention to discriminate or not. We are committed to combat discrimination in all its forms and to challenge disadvantage.

### Aim

We aim to encourage, value and manage diversity in service delivery. Not only are there moral and social reasons for promoting equality and diversity.

We aim to create a culture that respects and values each other's' differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.

We aim to remove any barriers, bias or discrimination that prevent individuals and/ or groups from accessing our services, from realising their potential as a service provider and/ or volunteer from contributing fully to our society's performance.

We aim to deliver these services in a fair and equitable manner. We want our services to be accessible and useful to everyone, regardless of age, disability, gender, culture, national origin, sexuality, or any other factors, which may cause disadvantage.

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## **How we will meet our aims**

We will comply with all legislation created to combat discrimination and to promote equality, following the codes of practice issued to support this legislation.

We will ensure that all our policies, procedures and guidelines reflect and re-enforce our commitment to equality and diversity. We will ensure that mechanisms are in place for responding promptly to complaints of discrimination or harassment from service users, volunteers, stakeholders and the wider public.

Every possible step will be taken to ensure that individuals are treated fairly in all aspects of their involvement with activity.

We will welcome underrepresented groups and individuals to participate in the opportunities we provide.

We will operate procurement practices and partnership arrangements that ensure others commissioned to provide services for us share our commitment to fairness and equity.

We will make this policy known to all volunteers, service users and partner society's and encourage their involvement in its implementation.

We will review this policy periodically to ensure it reflects our aspirations.

We will consult existing and potential service users on the service they expect and listen to their views.

We will ensure that users of our services are at the centre of our actions and that we will deliver the highest quality service possible within the resources at our disposal.

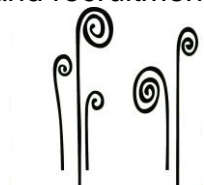
We will not tolerate any practices that result in the provision of a lower standard of service to any group or individual because of unfair or unlawful discrimination.

We will keep our services, procedures and practices under constant review to ensure they are transparent, fair, inclusive and free from discrimination.

We will make sure our service users know that any breach of our Equality and Diversity Policy will be met with direct action.

We will ensure that people from all local communities have equality of opportunity to participate in all areas and levels of the organisation so that our organisation better represents the community it works within.

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We will ensure that all members are recruited and promoted on the basis of ability and other objective, relevant criteria.

We will scrutinise the recruitment process to ensure that we do not discriminate or discourage interest from any section of the community.

We will use appropriate legislation as a framework for action to support the recruitment process in a positive way.

We will collect and use recruitment information to support a fair and effective recruitment process.

We will strive to create a prejudice-free and supportive working environment.

We will put the full range of policies in place so that all members and volunteers understand their rights and responsibilities in the workplace.

We will not tolerate intimidation, harassment and bullying and such actions will lead to appropriate action.

Tinderwood Trust staff/freelancers, and volunteers are responsible for the day-to-day implementation of this policy.

Each Tinderwood Trust member, volunteer and partner is responsible for his or her own compliance with this policy. Breaches of the Equality and Diversity Policy will be regarded as misconduct and could lead to appropriate action against a member of the Management Committee, termination of contracts for services of consultants, contractors or trainers, or withdrawal of volunteer agreements.

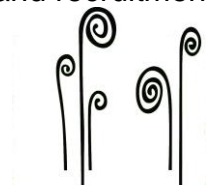
Any participating member who feels that they have been discriminated against should raise the matter with the equal opportunity lead **Anwen Jones** (**trustee**). Initially the participating member and his/her supervisor/ leader should aim to resolve the matter informally. It may be that discriminatory action is unwitting and can be resolved once the problem becomes clear. If they are dissatisfied with the outcome, the complaint is very serious; the employee should raise the matter, in writing as a formal grievance under the Grievance Procedure.

Tinderwood Trust will ensure that all participating members, volunteers, and Management Committee members receive induction on this and all policies

When and where resources allow, appropriate training and guidance will be provided to develop equality and diversity.

The policy will be widely promoted, and copies will be freely available and displayed on the Tinderwood Trust web site.

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Service users have a duty to cooperate with Tinderwood Trust to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination. Service Users should draw the attention of their Supervisor/ Leader to suspected discriminatory practices or to cases of bullying or harassment.

Service users will be advised of the policy will have access to a Complaints Procedure.

Policy adopted: January 2012

Reviewed: January 2013; August 2016; January 2018; January 2019

Next review date January 2020

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