

# **EQUALITY & DIVERSITY POLICY & PROCEDURE**

## **1. INTRODUCTION**

Blossom Project is managed by a voluntary Board of Directors/Trustees of the Charity. The organisation is open to everyone who agrees to abide by the constitution and the policies that ensure that Blossom Project is run in accordance with best practice and in a way that ensures equality of opportunity particularly for those members of our community who have, historically, been socially excluded.

## **2. COMMITMENT**

Blossom Project believes in promoting and providing equality of opportunity and equity of treatment for everyone associated with the Charity and according to the Equality Act 2010. Blossom Project is an Equal Opportunities Employer.

## **3. ACHIEVING EQUALITY**

Blossom Project will seek to achieve equality by:

- Respecting and celebrating diversity.
- Ensuring people are not discriminated against due to age, disability, gender and gender reassignment, pregnancy or maternity, marital or civil partner status, religion or belief, race, sexual discrimination or orientation.
- Ensuring equality for all in the provision of services, recruitment and employment of staff and volunteer training and development includes safer recruitment procedures.
- Ensuring all employees are treated with respect, dignity and supported in a working environment that is free from harassment, discrimination and victimisation.
- Ensuring that all employees and potential employees are treated equally and fairly by employing Equality and Safer Recruitment procedures.
- Encouraging and recruiting Board Members/Trustees, Members and users from under- represented groups.
- Protecting our members and users from discrimination of any kind.
- Ensuring a good communication that keeps everyone informed of what is happening within the organisation and enables them to contribute to the development and provision of services.

- Ensuring all publicity and marketing materials produced by the organisation encourage 'everyone' to use the services and participate in the events and activities managed by Blossom Project. This will include producing printed materials in community languages, large print and Braille as appropriate and where the budget allows and use of Blossom Project website.
- Promptly implementing and investigating any complaint received by the Board Members/Trustees in accordance with Blossom Project Complaints Policy.
- Complying with the Disability Discrimination Act included in the Equality Policy 2010 all respects but particularly with regard to the organisation of its activities and meetings and its recruitment of staff.
- Reviewing the Charity's facilities regularly to ensure that the needs of all staff, volunteers, members and users are met within the limitation of the Centre's financial and other resources. The Directors/Trustees will strive to ensure all parts of the Charity's activities are physically accessible.
- Regularly monitor and review progress at Board/Trustees meetings and General Meeting of Members. At such meetings, amendments and additions to the policy may be discussed and implemented.
- Making any necessary changes to service delivery to ensure compliance with the Equality Act 2010.
- Embedding Equality principles in all Policies produced by Blossom Project.

#### **4. LEGISLATIVE OBLIGATIONS**

Blossom Project has developed its policy within the guidelines of legislation which has been integrated into the Equalities Act 2010, which includes:

##### **The Race Relations Act 1976**

Blossom Project believes that racial discrimination, racial harassment and racial abuse is a serious disciplinary offence that may result in disciplinary action being taken against the individual/s responsible.

##### **The Sex Discrimination Act 1975 (Amended 1986)**

Blossom Project believes that sexual discrimination, sexual harassment and sexual abuse is a serious disciplinary offence that may result in disciplinary action being taken against the individual/s responsible.

##### **Disability Discrimination Act 1995 (Amended 1998)**

This Act makes it unlawful to discriminate against a person directly or indirectly on the basis of their disability. Blossom Project is working in accordance with this code of practice to ensure that no employee, volunteer or service user is discriminated against on the grounds of disability.

## **Equal Pay Act 1980 (Amendments 1983)**

This Act enshrines the right of women and men to equal treatment in relation to contractual terms and conditions of employment when they are employed to do the same or broadly similar work, or to do work which, though different, is of equal value.

## **Health and Safety at Work Act 1975**

Blossom Project will meet the requirements laid down in the Act by providing and maintaining a healthy and safe environment for all employees, volunteers and users and all other persons not employed by The Centre who are using the facilities or participating in activities organised by the organisation.

To this end Blossom Project will provide all the equipment, training and resources necessary.

## **5 RECRUITMENT, TRAINING AND DEVELOPMENT**

- Blossom Project will reflect equality issues in all aspects of recruitment, training and development and include staff attending Safer Recruitment Training.
- All employees will have access to training and development within the agreed training budget.
- The views of employees on their training needs will be sought in developing appropriate training plans to equip them with the necessary skills to deliver the services of Blossom Project.
- Appraisal interviews that include training needs, will be carried out by Line Managers or other delegated staff. Training will be provided in advance for all appraisers.

## **6. COMPLIANCE**

- Compliance with Blossom Project's Equality Policy will be a condition of membership of Blossom Project, of service for employees and volunteers and a condition of use of services or participation in activities by any member of the general public. Failure to comply with the Policy will be a justifiable cause for disciplinary or other appropriate action. The implementation of the policy will be monitored by the Board of Directors/Trustees to ensure that it is not being abused, ignored or deliberately contravened.
- Any member of staff, volunteer or user may use the grievance or complaints procedures to complain about discriminatory conduct. If the matter relates to sexual or racial harassment then the grievance/complaint may be raised directly with the Chair or the organisation.