

The Trustees recognise that discrimination and victimisation is unacceptable and that the aim of the charity is to ensure that no one receives less favourable facilities or treatment (either directly or indirectly) as a member of staff, volunteer, user or customer of the Centre on grounds of age, disability, gender, race, religion or sexual orientation (known as the **protected characteristics**).

The Trustees oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide fairness for all.

All staff and volunteers will be treated fairly and with respect. Selection for employment or volunteering will be on the basis of aptitude and ability.

Our staff and volunteers will not discriminate directly or indirectly, or harass colleagues or visitors because of age, disability, gender, race, religion or sexual orientation.

### **Our Commitment**

- To create an environment in which individual differences and the contributions of all our staff and volunteers are recognised and valued.
- Everyone who uses the Centre is entitled to an environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- We will regularly review all our practices and procedures to ensure fairness.
- Breaches of our equal opportunities policy will be regarded as unacceptable and will be taken seriously. Where necessary this will lead to an investigation and applicable action taken.

### **Responsibilities of the Trustees**

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Trustees to ensure that they and all others operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination.

The Board of Trustees will ensure that:

- all are aware of the policy and the arrangements, and the reasons for the policy.
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible.
- proper records are maintained.
- The Centre Manager will be responsible for monitoring the operation of the policy in respect of employees, volunteers, and job applicants.

## **Responsibilities of Staff and Volunteers**

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and volunteers and are crucial to the successful operation of the Centre.

In particular, everyone using the Centre should:

- comply with the policy and arrangements.
- not discriminate in their activities or induce others to do so.
- not victimise, harass, or intimidate others or groups who have, or are perceived to have one of the protected characteristics.
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- inform the Centre Manager if they become aware of any discriminatory practice.

## **Complaints**

If there is a complaint concerning discrimination or victimisation the Trustees will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

Approved by Trustees: March 2023

Next Review: March 2025