

Wilmslow Guild

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Report Author: Paul Riordan,
Principal
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Charity No. 1151387
Company No. 8331345

Policy 6

Equality and Diversity

Policy and Procedures

1. Purpose

- 1.1 To positively encourage and promote a culture in which all individuals are treated fairly and with respect and which values diversity.
- 1.2 The Wilmslow Guild is committed to promoting the three aims of the Public Sector Duty:
 - a) eliminate unlawful discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010
 - b) advancement of equality of opportunity between people who share a protected characteristic and people who do not share it; and
 - c) fostering of good relations between people who share a 'protected characteristic' and people who do not share it.
- 1.3 Wilmslow Guild aims to positively encourage and promote a culture where the social and cultural diversity of participants, staff (including tutors and volunteers) and trustees are respected and valued thereby ensuring that all have the opportunity to participate fully and achieve their potential irrespective of any of the Equality Act 2010 'protected characteristics'

2. Statement

- 2.1 Within Wilmslow Guild it is acknowledged that equality and diversity is about making sure people are treated fairly and with respect and that they are given appropriate chances to succeed.
- 2.2 Equality focuses on those protected characteristics covered by legislation, namely the key areas of: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Wilmslow Guild in adherence to the requirements and recommendations of the Charity Commission promotes positive values of equality and diversity and actively opposes all forms of discrimination.
- 2.4 Wilmslow Guild believes that people must not be unfairly discriminated against. Wilmslow Guild will comply with and where possible exceed the legal requirements identified in the Equality Act 2010 and any subsequent legislation.
- 2.5 Any direct or indirect discrimination applied to any existing or potential future individual participant or employee of Wilmslow Guild on grounds of age, disability, gender reassignment, marriage or civil partnership status, pregnancy, race, religion or belief, sex and or sexual orientation is not acceptable.

3. Scope

- 3.1 The Equality and Diversity Policy applies to everyone at Wilmslow Guild including:
- a) current staff and participants
 - b) future staff and participants
 - c) visitors,
 - d) trustees
- 3.2 The policy covers equality and diversity in all aspects of Wilmslow Guild activities including: teaching and learning, social activities, marketing and publicity, staff employment and the environment.

4. Responsibilities

- 4.1 All staff, including tutors and volunteers, and trustees have a responsibility to provide full and active support for the policy by ensuring that the policy is known, understood and applied at all times.
- 4.2 Anyone who feels they have been treated unfairly under the terms of this policy should follow the complaints procedure set out in Policy 12 – Complaints Policy and Procedure.

5. Monitoring

- 5.1 The Principal is responsible for the development of appropriate monitoring systems to ensure the effective application of the policy and the provision of management reports when required.
- 5.2 Recruitment and selection procedures have been determined in order to ensure that selection decisions are based on criteria relevant to the job and that arbitrary discrimination is eliminated.

6. Training and Development

- 6.1 All staff, including tutors and volunteers, and trustees are expected to participate in training and development activities on the basis of their abilities, their needs and those of Wilmslow Guild in relation to their current and potential future roles.
- 6.2 Training is essential to the success of the Equality and Diversity Policy and will ensure that everyone is aware of their roles and responsibilities in relation to equality and diversity.
- 6.3 A record of training will be kept by Wilmslow Guild.

7. Harassment

- 7.1 Harassment of any nature against anyone at Wilmslow Guild will be treated seriously as a disciplinary offence.

8. Members

- 8.1. Members and potential members who feel they have received unfair treatment under the terms of this policy should raise a complaint in accordance with Policy 12 – Complaints Policy and Procedure.

9. Recruitment, Guidance and Support

- 9.1 The application procedures for activities are open, non-discriminatory and participant friendly.
- 9.2 Wilmslow Guild will develop activities which are welcoming, safe and designed to address the needs of participants.
- 9.3 Where additional support is needed for a participant to undertake a course, advice will be sought in consultation with the potential participant and wherever possible additional support put in place.
- 9.4 All participants will receive or be signposted to sources of impartial guidance to enable learners to study at a level appropriate to them.

10 Marketing and Publicity

- 12.1 Wilmslow Guild will continue to research the needs of prospective participants in the wider community and the needs of under-represented groups in order to ensure appropriate activity provision and support.
- 12.2 Wilmslow Guild's commitment to equality will continue to be clearly stated in all publications, and publicity material will be provided in appropriate languages and media as required.

11 Activities

- 11.1 Wilmslow Guild will seek to provide a range of activities delivered in ways to suit all members.
- 11.2 All activities, their delivery and resources used will be free from bias, stereotyping, discrimination and harassment. Wilmslow Guild seeks to foster good relations between people who share protected characteristics and those who do not.
- 13.3 The quality assurance procedures relating to staff engagement and participant feedback will identify good practice and areas for development.

12 Environment

- 12.1 Wilmslow Guild will continue to develop a physical environment which is welcoming, safe and designed to address the needs of participants, staff, volunteers, and tutors. Wilmslow Guild will continually improve physical access to its premises and services.
- 12.2 All signs, communication and instructions will be clear and simple and free from discrimination.

13 Monitoring and Evaluation

- 13.1 The Equality and Diversity Policy is reviewed and approved by the Wilmslow Guild Board Trustees bi-annually.
- 13.4 The board will monitor the equality and diversity data as part of their performance monitoring data.
- 13.5 A full record of all complaints relating to equality and diversity is retained.

14. Roles and Responsibilities

- 14.1. The Board of Trustees are responsible for ensuring that Wilmslow Guild complies with the general and specific duties of the Equality Act 2010 through:
- a) elimination of unlawful discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010
 - b) advancement of equality of opportunity between people who share a protected characteristic and people who do not share it;
 - c) fostering good relations between people who share a 'protected characteristic' and people who do not share it
 - d) ensuring that the Wilmslow Guild Strategic Plan includes a commitment to equality
 - e) ensuring that the provision of equality training is part of the Wilmslow Guild Strategic Plan
- 14.2 The Principal is responsible for:
- a) monitoring the Equality and Diversity Policy whilst responsibility for the implementation of the policy rests with the Board of Trustees.
 - b) providing an annual report to the Board of Trustees to ensure that the Wilmslow Guild's statutory equality and diversity duties as an employer and service provider are implemented.
- 14.3. All staff, including tutors and volunteers, are responsible for:
- a) promoting a culture within Wilmslow Guild that promotes 'positive' behaviours ensuring that behaviour is appropriate and takes account of the feelings of others
 - b) ensuring activity design embeds equality within its content where appropriate.
 - c) ensuring the experience of attending an activity reflects the commitment to equality
 - d) understanding and sensitively applying the principles of the Equality and Diversity Policy
 - e) ensuring that they do not discriminate unfairly in the way a service is provided
 - f) reporting all incidents where it is considered there may be a potential breach of the Equality and Diversity Policy
 - g) undertaking all relevant training offered by Wilmslow Guild
- 14.4. The Principal and the Board of Trustees are responsible for:
- a) making certain that recruitment and selection of staff is undertaken in accordance with current legislation
 - b) making sure that all staff equality and diversity information is handled sensitively, in accordance recommendations of the Equality and Human Rights Commission, and in accordance with the data protection legislation
 - c) arranging the facilitation of appropriate on-going staff training and development to support the appreciation and understanding of equality and diversity.
- 14.5 Participants are responsible for ensuring all participants of the Wilmslow Guild community are treated with dignity and respect.