

Bridgend Centre

Equality and Diversity Policy

1 Statement of Policy

- 1.1 The Bridgend Centre is committed to the principle of equality of opportunity and diversity and recognises that employees, volunteers or service users should not experience discrimination on any grounds.
- 1.2 The Bridgend Centre aims to encourage, value and manage diversity and to promote equality of opportunity in all areas of its work and structure.
- 1.3 The Bridgend Centre believes that all forms of discrimination and harassment are unacceptable, regardless of whether there was any intention to discriminate or not.
- 1.4 The Bridgend Centre recognises that the Equality Act 2010 identifies people who have an attribute defined as a 'protected characteristic' and prohibits discrimination against them by reason of that attribute. The characteristics that are protected by the Act are:
 - Age
 - Gender reassignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race
 - Religion or belief
 - Sex
 - Sexual orientation
 - Disability
- 1.5 We will ensure that premises used in relation to our work are accessible and inviting for all members of the community.
- 1.6 We will work in a way that recognises people's individual needs.
- 1.7 We will regularly evaluate this policy and seek feedback from those affected by it.
- 1.8 We will strive to redress any imbalance that may become evident within the organisation.
- 1.9 This policy applies to all staff and volunteers of the Bridgend Centre, as well as all aspects of promotional, educational and campaigning functions. Members of affiliate organisations will be expected to concur with and actively promote these objectives.

2. Legislation

- 2.1 Bridgend's procedures and practices will be undertaken strictly in accordance with the following and all other relevant legislation:
 - Equality Act 2010
 - Rehabilitation of Offenders Act 1974

3. Recruitment of staff and volunteers

- 3.1 We strive to ensure that all recruitment policies and procedures are designed and implemented with the aim of being inclusive and open to all by ensuring that no one receives less favourable treatment on the grounds of 'protected characteristics' or any other characteristic. Procedures to ensure this are detailed in our recruitment policy.

4. Support

The Bridgend Centre will work to ensure that employees and volunteers are:

- 4.1 Treated fairly and without discrimination during their employment, placement or role.
- 4.2 Able to work in a healthy and safe environment free from hazards.
- 4.3 Able to access opportunities for training and development to develop to their full potential.
- 4.4 Treated with dignity and respect in a fair and consistent manner in an environment where inappropriate behaviour is not acceptable.

5. Equality in service delivery

- 5.1 The Bridgend Centre is committed to ensuring equality of access to all its services. We will aim to ensure that no sector of the community shall be denied access or receive poor service on the grounds of a protected characteristic or any other characteristic.
- 5.2 In order to promote equality of access we will aim to ensure the following:
- that services are based on consultation with beneficiaries and positive steps are taken to include any groups that may be excluded
 - that all services are flexible and responsive to changing needs in the community
 - that information on services is widely available and targeted where appropriate
 - that systems are developed to audit and monitor service delivery and customer satisfaction
 - that an accessible complaints procedure is available

6. Discipline and Grievance procedures

- 6.1 It will be made clear to all employees and volunteers that discrimination, abuse or harassment on the grounds of race, gender, disability or sexuality – if proven - is potentially a dismissible offence, subject to a hearing under our Disciplinary policy.

7. Actions to implement policy

- 7.1 It is the responsibility of the Bridgend Centre's Board of Trustees and the Centre Manager to ensure this policy is implemented and to review it annually.
- 7.2 The Bridgend Centre will carry out the following actions to ensure the sentiment behind this policy is implemented:
- Make all staff aware of the provisions of the policy and any updates through verbal and written communication.

- Ensure that copies of this policy are freely available to staff, volunteers, service users and any other interested parties
- It is the responsibility of employees, volunteers, trustees and service users to draw the attention of a staff member or a trustee to suspected discriminatory acts or practices or cases of bullying or harassment
- Any infringement of the policy to be investigated by the Centre Manager or a Trustee
- Review the policy annually or in response to changes in current legislation and complete equality impact assessments on a regular basis.

Bridgend Centre’s Board of Trustees fully support this policy and are responsible for its implementation. Every employee will be responsible for playing their part in achieving its objectives.

Name.....Position.....

Signed.....Date.....