



THE FAVERSHAM SOCIETY

FOUNDED 1962

FLEUR DE LIS HERITAGE CENTRE

ESTABLISHED 1977

Equality, Diversity and Inclusion Policy

The Faversham Society is committed to encouraging equality, diversity and inclusion among our volunteers, and eliminating unlawful discrimination.

The aim is for our volunteers to be truly representative of all sections of society and for each volunteer to feel respected and able to give their best.

The Society - in providing goods, services and facilities - is also committed against unlawful discrimination of customers or the public.

The policy's purpose is to:

- Provide equality, fairness and respect for all of our volunteers
- Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation
- Oppose and avoid all forms of unlawful discrimination. This includes in terms of dealing with grievances and discipline and dismissal.

The Society commits to:

- Encourage equality, diversity and inclusion across our facilities and services
- Create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes advising all volunteers about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include volunteers conducting themselves to help the organisation provide equal opportunities, and prevent bullying, harassment, victimisation and unlawful discrimination.

All volunteers should understand they, as well as their managers and the Board of Trustees, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their volunteering, against fellow volunteers, customers, suppliers and the public.

- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow volunteers, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the Society's grievance and disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

- Base decisions concerning volunteers on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review volunteering practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- Monitor the make-up of the volunteers regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.
- Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

The equality, diversity and inclusion policy is fully supported by the Board of Trustees.

Details of the organisation's grievance and disciplinary policies and procedures can be found on the website or are available via e-mail upon request. This includes with whom an volunteer should raise a grievance – usually their line manager.

Use of the organisation's grievance and/or disciplinary procedures does not affect a volunteer's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Equality, Diversity & Inclusion Policy – Reviewed October 2020 – AH & SK