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| Your group name/logo.  Equality & Diversity Policy  Registration number/charity number |
| This policy and guidance will be reviewed annually or if there are any changes in the related legislation or when an incident dictates.  This will ensure that this document is current and fit for purpose.   1. ***These documents, templates and policies are for advice and support purposes only.*** 2. ***You may edit and amend the documents to render them suitable for your group purposes.*** 3. ***You must not sell or re-distribute any documents or derivatives thereof.*** |
| This Policy was approved by (named person within your organisation) |
| Date of implementation |

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###### **Introduction**

Equality and Diversity Policy is dedicated to encouraging a supportive and inclusive culture

amongst all volunteers, staff and guests/service users. It is within our best interest to promote diversity and eliminate discrimination within the service.

Our aim is to ensure that all volunteers, staff and job applicants are given equal opportunity and that your group name is representative of all sections of society.

Each volunteer and staff member will be respected and valued and able to give their best as a result.

This policy reinforces our commitment to providing equality and fairness to all within our service and not to provide less favourable facilities or treatment on the grounds of;

* age,
* disability,
* gender,
* gender reassignment,
* marriage and civil partnership,
* pregnancy and maternity,
* race,
* ethnic origin,
* skin colour,
* nationality,
* national origin,
* religion or belief,
* sexual orientation.

Your group name are opposed to all forms of unlawful and unfair discrimination.

All volunteers and staff, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect.

When your group name selects candidates for volunteering, employment, promotion, training, or any other benefit, it will be on the basis of their aptitude and ability.

All volunteers and staff will be given help and encouragement to develop their full potential and utilise their unique talents.

Therefore, the skills and resources of our organisation will be fully utilised and we will maximise the efficiency of our whole service.

1. **Your group name commitments:**

• To create an environment in which individual differences and the contributions of all team members are recognised and valued.

• To create an environment that promotes dignity and respect for everyone.

• To not tolerate any form of intimidation, bullying, or harassment, and to discipline those that breach this policy.

• To make training, development, and progression opportunities available to all volunteers, staff and trustees.

• To promote equality within the service, which your group name believes is good management practice and makes sound charitable sense.

• To encourage anyone who feels they have been subject to discrimination to raise their concerns so we can apply corrective measures. Please utilise the complaints/whistle blowing policy for guidelines.

• To encourage volunteers and staff to treat everyone with dignity and respect.

• To regularly review all our service, volunteer and staff practices and procedures so that fairness is maintained at all times.

* To inform all volunteers, staff and trustees that an equality and diversity policy is in operation and that they are obligated to comply with its requirements and promote fairness within the service.
* The policy will also be drawn to the attention of funding agencies, guests/services users and applicants.
* Equality and Diversity Policy is fully supported by volunteers, trustees, managers and team leaders
* Our policy will be monitored and reviewed annually to ensure that equality and diversity is continually promoted within the service.

1. **Grievances / Discipline**

Volunteers and staff have a right to pursue a complaint concerning discrimination or victimisation via the group name Complaints Policy.

Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the Disciplinary Procedure.

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| Name | Signed | Date |
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