



EQUALITY, DIVERSITY AND INCLUSION POLICY

Ledbury Carnival Association is committed to encouraging equality, diversity and inclusion among our volunteers, and eliminating unlawful discrimination.

The aim is for our Committee Members and Volunteers to be truly representative of all sections of the community, and for each volunteer to feel respected and able to give their best. The organisation is also committed to prevent unlawful discrimination of its members or the public.

PURPOSE

This policy's purpose is to:

1. Provide equality, fairness and respect for all our volunteers, whether temporary volunteers or Committee members.
2. 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
 - sexual orientation
3. Oppose and avoid all forms of unlawful discrimination. This includes in:
 - dealing with grievances and discipline
 - dismissal of members.
 - selection of Committee Members and additional Volunteers.

OUR COMMITMENTS

The organisation commits to:

1. Encourage equality, diversity and inclusion among Committee Members as they are good practice and make business sense
2. 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 informing all committee members and other volunteers of their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include Committee Members conducting themselves to help the organisation provide equal opportunities in inclusion, and prevent bullying, harassment, victimisation and unlawful discrimination.

All volunteers should understand they, as well as the organisation, 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

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow volunteers, 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 organisation's grievance and/or 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 both an employment rights matter and 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.

4. Make opportunities to support all volunteers, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
5. Make decisions concerning Committee Members being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. Review Committee practices and its procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
7. Monitor the make-up of Committee Members and 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.

AGREEMENT TO FOLLOW THIS POLICY

The equality, diversity and inclusion policy is fully supported by senior management and has been agreed with those volunteering in all activities connected to, and as perceived connection to Ledbury Carnival Association.

OUR DISCIPLINARY AND GRIEVANCE PROCEDURES

Any allegations of discrimination should be made in writing to Senior Committee Members (Chair, Secretary and Treasurer) and investigated. The Volunteer concerned should be asked to explain their actions.

Should the grievance be proven, action will be taken to limit the involvement of Committee Member or Volunteer in future Carnival planning and in the case of proven breach of this policy they will be asked to leave the committee.

The Committee Member or Volunteer has the right to appeal the decision within 4 weeks of it being made.

This Policy should be reviewed every 2 years or when any updates are made to the Constitution of the Organisation.

Date:

Signed.....

Malcolm W H Hughes
Chairman Ledbury Carnival Association