

# LONG MELFORD VILLAGE MEMORIAL HALL

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Chemist's Lane, off Hall Street, Long Melford, Suffolk CO10 9JQ

**CHARITY NUMBER: 304917**

## **Equality, Diversity & Inclusion Policy**

The Management Committee of Long Melford Village Memorial Hall acknowledges that the United Kingdom is diverse in culture, race, beliefs and religion and believes that no individual or group of people should receive less favourable treatment on the grounds of the protected characteristics set out in the Equality Act 2010 (as amended): Disability, Race and ethnicity, Sex, Sexual orientation, Religion and belief, Age, Gender reassignment, Marriage and civil partnership or Pregnancy and maternity.

The purpose of this policy is to set out clearly and fully the positive action that the Committee intends to take to combat direct and indirect discrimination in employment policy, management of the organisation, relationships with other bodies, and the services it provides to the community, community organisations, and individuals.

The Committee is committed and willing to provide equality of opportunity in all areas of its work. It aims to overcome discrimination on the grounds mentioned above.

This Equality, Diversity & Inclusion Policy will be implemented ensuring equality of provision in representation, service provision, appointment of staff and volunteers and their conditions of service and access.

### **The Aims of the Committee**

Our aim is to ensure that we become aware of discrimination and the problem it causes.

We will challenge practices, legislation and institutions, which seek to discriminate against or deny the rights of individuals or groups in any form.

We will seek to take positive action to address the inequalities in our society. We are committed to the Equality, Diversity & Inclusion Policy set out in this document and will work to develop, improve and monitor it.

### **Aims & Objectives**

The Committee acknowledges the definitions of various groups of people who are vulnerable to discrimination as set out in the Equality Act 2010 (as amended).

The committee will support and implement the legislation and will work to ensure that no person protected by the legislation is discriminated against unlawfully, and that any positive obligations and duties are performed.

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No job applicant, employee, volunteer, trustee, member or service user should receive less favourable treatment on the grounds of a protected characteristic as outlined in the Equality Act 2010. The committee also strives to include all characteristics of an individual that are above those required by law.

The committee gives the following specific commitments.

## **The Committee will:**

- where reasonably practical widen accessibility by removing barriers which make it difficult for people with disabilities to use the hall
- ensure equal access to services, jobs and volunteer opportunities
- ensure that the design of publicity and information take account of the needs of people with disabilities e.g. language used, print size
- deal with any complaints of discrimination promptly, impartially, thoroughly and confidentially.
- ensure all staff, volunteers, hirers and committee members are aware of hall's policy on equality
- ensure compliance with legislation on discrimination and equality (including the Equality Act 2010 and any other legislation which becomes law)-by monitoring and reviewing this policy regularly
- create a working 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.
- challenge racism in any form and encourage its users to do the same
- confront and challenge any discrimination where and whenever it arises, whether it be between colleagues, or in any other area
- endorse the right of each individual to his or her own religious belief or the absence of a belief
- encourage, promote and celebrate equality, diversity and inclusion in all of the hall's activities and services
- Review employment practices and procedures when necessary to ensure fairness, and update them and the policy to take account of changes in the law.

## **The Code of Conduct**

1. People will be treated with dignity and respect regardless of the group with which they identify.

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2. People's feelings and views will be valued and respected. Language or humour that people find offensive will not be used or tolerated, e.g. racist jokes or derogatory terminology.
3. No one will be harassed, abused or intimidated on the grounds that they belong to a minority group. Incidents of harassment will be taken seriously and the committee will undertake investigations of any complaints quickly, impartially, thoroughly and confidentially.

## **Grievance**

- Any staff member or volunteer who feels aggrieved as a result of discrimination or unfairly treated in a way contrary to the intention of this policy should raise the issue with the Chairperson.
- Any member or service user who feels he/she has been unfairly treated in a way contrary to this Policy should make a complaint through the Complaints Policy.
- Any job applicant who believes that he/she has been treated unfairly and contrary to the intention of this policy should raise the issue with the HR, or if the matter involves HR with their line manager.
- The committee will take all grievances received seriously and will follow a full and fair procedure as outlined in the Grievance Policy and Procedure.

**This policy was reviewed by the Management Committee in January 2026 and will be reviewed every 2 years thereafter.**