



Trowbridge Future
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Equality and Diversity Policy Statement

Trowbridge Future is committed to focusing our employment procedures and practices on maximising the potential of each unique individual. We believe this is best achieved by developing our employee's talents, whilst recognising their differences.

By treating people fairly and equally and by accepting and embracing their diversity, we can foster innovation, enhance our reputation and create an inclusive and positive working environment for all our employees.

It is the policy of Trowbridge Future that no person acting on our behalf shall discriminate in any situation against another individual or group, directly, indirectly, because of age, sex, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief and sexual orientation. Trowbridge Future also endorses the principle that the workforce at each location should reflect, as far as is reasonably possible, the community within which it operates.

These principles apply to recruitment selection, training, promotion, transfer, pay and benefits, performance appraisal procedures, in addition to all terms and conditions of employment.

We aim to create a culture that respects and values each other's differences and recognises difference/diversity is a great asset to the club, its work and the people it serves.

Trowbridge Future will ensure that our organisers, employees, helpers/ volunteers and members will be made aware of the objectives within the policy and are encouraged to support and uphold them.

Scope

This policy covers all Trowbridge Future employees, regardless of position or status, helpers and volunteers.

Aims

- To ensure equality, diversity and inclusion in the workplace and community.
- To offer fair treatment in every aspect of working life, from our written procedures through to every decision made.

- To promote a culture where each employee and colleague is treated with respect and dignity and recognises the value that a diverse workforce can bring.

To achieve these aims, Trowbridge Future commits to the following:

- Ensure that the principles of this policy are embedded in HR strategy and all policies and procedures are regularly monitored and reviewed.
- Provide awareness training and guidance to all employees and Manager to ensure Trowbridge Future's commitment to diversity is known and understood.
- Monitor and measure diversity at every stage of employment to remove any direct, indirect, associative and perceptive discrimination.
- Challenge and investigate discriminatory behaviour and enforce the disciplinary procedure, when this is considered necessary.
- Communicate and regularly review the positive initiatives that have been implemented and ensure ever-wider access to them. Support the communities in which we live and work to ensure that we are involved, accessible, and socially responsible.
- Work with external groups and advisory bodies to keep up to date with market practice and how issues are dealt with.

Recruitment and selection of staff, helpers/volunteers and conditions of employment

Trowbridge Future's recruitment and selection procedure is based solely on the necessary and justifiable job requirements and the individual's suitability (following Safer Recruitment processes) and we are positively committed to diversity in our club and organisation.

Trowbridge Future aims to provide equal opportunities for our employees, job applicants, and helpers/volunteers.

Trowbridge Future recognises the benefits of drawing on the skills of individuals from a wide range of backgrounds who will all play their part in making the club successful.

Trowbridge Future will aim to ensure that job applicants will not receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race including ethnic or national origin, colour and nationality, religion or belief, sex and sexual orientation or any other factor that is irrelevant to the selection process.

Involving and representing the community

Trowbridge Future will actively seek to increase membership in order to represent an accurate cross-section of the community, including hard to reach groups and those who are under-represented.

Trowbridge Future will attempt to increase involvement and representation by advertising sessions/meetings in a wide variety of locations including libraries, shops,

schools, community and health centres, places of worship, and colleges. Publicity and advertising, where possible, will be made available in a variety of different formats and languages to include the whole community

Where possible, Trowbridge Future will seek to assist minority and hard to reach groups by identifying their needs in the community and establishing links with other organisations.

Conduct during club sessions/meetings

Trowbridge Future will not tolerate any discriminatory or offensive behavior.

Trowbridge Future will not tolerate racist, sexist or discriminatory remarks (relating to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) during any sessions/meetings.

Training, development and supervision

Training to raise awareness of equality and diversity issues will be offered to all members of the organisers/committee, staff, helpers/volunteers.

Training is provided to ensure that all our members are aware of their rights and responsibilities under the Equality and Diversity Policy.

Unacceptable behaviour

All employees, members, volunteers/ helpers have a responsibility to report all incidents of harassment or discrimination to the Chief Executive and Chair of Trustees. Incidents of discrimination or harassment will be treated with the upmost seriousness by the Chair of Trustees.

The Chief Executive/ Chair of Trustees will put in place an adequate system or procedures in order to deal with any form of harassment, unfair discrimination, incidents or complaints. See our Disciplinary and Grievance Policy for Paid Staff (Employees) for further information.

Implementing and following the policy

Trowbridge Future's organisers, staff, helpers/volunteers and members will strive to become an example of equal opportunities by adhering to all responsibilities as outlined in the Equality and Diversity Policy.

Grievance and harassment

While it is hoped and intended that most problems relating to employment in Trowbridge Future can be resolved on an informal basis, the Grievance Procedure exists so that complaints of genuine concern can be dealt with equitably.

Any employee who believes he/she has been discriminated against should raise the matter under the Grievance Procedure, or where appropriate, the Anti-Harassment and Bullying Policy, or by using the Open Door Policy.

By having clear grievance procedures in place, Trowbridge Future ensures that every

opportunity is given to address any area or situation where discrimination is perceived to have arisen.

Disciplinary Procedure

Trowbridge Future takes a serious view of any and all discrimination and breaches of this policy are deemed as misconduct. Any such actions will be investigated as possible disciplinary offences and dealt with in accordance with our disciplinary procedures.

All employees have a shared responsibility to ensure that the Equality and Diversity Policy is adhered to and to promote dignity and equality of opportunity and outcome at work.

Responsibilities

Whilst we all have a collective responsibility to ensure this policy is successfully adopted, there are specific responsibilities within this area:

- **Managers**

All managers are responsible for implementing and enforcing this policy and ensuring that their teams and employees are aware of their responsibilities.

Managers should promote, respect and encourage each employee to reach their full potential and deal appropriately with any breach of this policy. Managers will ensure all employees are trained and made aware of their responsibilities under this policy, through our Diversity Awareness Training, Managers' Guide Training.

- **Employees**

All Trowbridge Future's employees, helpers/ volunteers, at every level, have an individual responsibility for ensuring equality of opportunity and adherence to this policy. This can be achieved by respecting the right to work in an environment free from prejudice and discrimination, exhibiting the correct behaviours and challenging colleagues who fall short of these expectations.

- **Monitoring**

We continuously review this policy, together with all of our employment policies and practices to maintain our focus on equality of opportunity. To ensure that this policy and other procedures are operating effectively, we will continue to monitor and measure the records of our employees, benchmark our performance as a charity and ensure that any patterns or trends are identified and resolved.

Meg Aubrey – Chief Executive

Signed:

Date: