



Equal Opportunities Policy

Purpose and scope

The purpose of this Equal Opportunities Policy is to communicate our commitment to equality of opportunity with the aims of ensuring that all persons are treated fairly and equally, and supporting the Company's objective of providing an environment that is free from all forms of discrimination.

The policy applies to all people within the Company. All members are expected to put this policy into practice. A copy of this policy can be found on our website and in the manual.

Any questions about the policy should be directed to the secretary.

The policy is regularly reviewed and may be amended at any time.

Policy statement

The Company is fully committed to providing equality in the workplace and all opportunities for, and during workshops will be afforded to individuals fairly and irrespective of age, disability, gender, gender reassignment, marital or civil partnership status, pregnancy or maternity, race including colour, ethnic or national origins and nationality, religion or belief or sexual orientation ("the protected characteristics"). We aim to create a working environment that is free from discrimination and harassment in any form, in which all people are treated with dignity and respect.

The Company will not unlawfully discriminate in the arrangements we make for selection or in the opportunities afforded for attendance, training or any other benefit. All decisions will be made fairly and objectively. We aim, as far as reasonably practicable, to ensure that all our working practices are applied fairly and consistently and, where necessary, we will take reasonable steps to avoid or overcome any particular disadvantage these may cause and to promote equality.

Specific Responsibilities

The Company has overall responsibility for the effective operation of this policy and for ensuring compliance with the Equality Act 2010 and associated legislation and for observing relevant Codes of Practice.

The board is responsible for monitoring and reviewing the policy and for ensuring that all related policies, procedures and practices adhere to this policy.

All attendees have a responsibility not to discriminate or harass other attendees and to report any such behaviour of which they become aware to the secretary or board members.

The board are responsible for implementing the Equal Opportunities Policy and must apply the policy as part of their day-to-day management of the Company.



Forms of discrimination

The following are forms of discrimination that this policy aims to avoid:

Direct Discrimination occurs when a person is treated less favourably because of a protected characteristic that they either have or are thought to have. Direct discrimination can also occur by way of association, which is when a person is treated less favourably because, for example, their spouse or partner or other relative has the protected characteristic.

Indirect Discrimination occurs when a provision, criterion or practice is applied equally to everyone, but has a disproportionately adverse effect on people who share a particular protected characteristic. A person with the protected characteristic who is disadvantaged in that way has the right to complain. To be justified the provision, criterion, or practice must be necessary for legitimate business reasons in circumstances where less discriminatory alternatives are not reasonably available.

Victimisation occurs where someone is treated unfavourably because he/she has raised a complaint under this policy or taken legal action, in relation to any alleged act of unlawful discrimination, against the Company or because he/she has supported someone else in doing this.

Harassment is unwanted conduct that violates an individual's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. Harassment can take many different forms and may involve inappropriate actions, behaviour, comments, emails or physical contact that causes offence or are objectionable.

Harassment may involve a single incident or persistent behaviour that extends over a period of time and can occur even if someone did not mean to cause offence. It also means that a person can be subjected to harassment by behaviour that is not aimed at them directly but which they nonetheless find unpleasant.

Harassment is always unacceptable and where it relates to a protected characteristic it will amount to an unlawful act of discrimination.

Discrimination arising from Disability - In addition to the above, it is unlawful to treat a person unfavourably because of something that is the result, effect or outcome of their disability, unless the treatment is necessary and can be objectively justified. Furthermore, the board have a duty to make reasonable adjustments to ensure that disabled attendees are not substantially disadvantaged.

Creating equal opportunities in the workplace

There are a number of ways in which the Company aims to ensure equal opportunities in the workplace, including:

Roles and selection

Roles and selection procedures will be free from bias or discrimination. Procedures will be conducted objectively and will be based upon specific and reasonable job-related criteria. Decisions regarding an individual's suitability for a particular role will be based on aptitude and ability.

We will consider making appropriate reasonable adjustments to the membership process to ensure that disabled applicants are not substantially disadvantaged.



Working environment

All individuals have a right to be treated with dignity and respect and the Company takes reasonable steps to protect attendees from discrimination, bullying or harassment and, in the event of a complaint, we will take appropriate action to prevent, as far as possible, a further occurrence.

All attendees are encouraged to report any incidents of inappropriate or unacceptable behaviour that occurs during their attendance, on or off premises, including social events (whether organised by the Company or not) or at formal or informal events involving attendees customers or other relevant contacts.

Equal Opportunities Monitoring

The Company will monitor the effectiveness of this policy to ensure it is achieving its objectives.

Information collected for monitoring purposes will be treated as confidential and will not be used for any other purpose.

Raising a complaint of discrimination

If you believe you have been discriminated against, or if you believe that you may have been subject to harassment you are encouraged to raise the matter with the secretary.

Any attendee who is found to have committed an act of discrimination, or breached this policy in any other way, will be subject to action up to and including termination of membership.

The Company will also take seriously any malicious or, in its opinion, unwarranted allegations of discrimination and will take appropriate action, disciplinary or otherwise, where necessary.