



# The Hullavington Community Benefit Society Limited

## Equal Opportunities Policy

### INTRODUCTION:

The Hullavington Community Benefit Society Limited (HCBS) is committed to encouraging equality, diversity and inclusion and eliminating unlawful discrimination. HCBS has an Equal Opportunities policy which is reviewed regularly and should be read in conjunction with these procedures.

### PURPOSE:

This policy covers the behaviour of all who are Members or employees of or volunteer for the Society or use our services and sets out the way they can expect to be treated by the Society.

### Definitions:

- a. Discrimination is when a person is prevented from taking part in something based on a particular characteristic they have.
- b. Harassment is when someone behaves in a way which makes someone else feel distressed, humiliated or threatened.
- c. Prejudice is a preconceived opinion that is not based on reason or experience.

### Responsibility:

- a) Overall and final responsibility for equal opportunities lies with the Society's Management Committee, which is responsible for overseeing activities and ensuring this policy is upheld.
- b) All Members, employees and volunteers of the Society are responsible for observing this policy, and related procedures, in all areas of their work for the Society.

### POLICY STATEMENT:

- a. The Society is committed to treating all people equally and with respect irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, gender, or sexual orientation.
- b. This policy applies to all Members, employees and volunteers of the Society.
- c. The Society is committed to treating all people with dignity and respect, promoting equality of opportunity and valuing the diversity of all.
- d. The Society will endeavour to tackle social exclusion, inequality, discrimination and disadvantage.
- e. The Society will work together with its members, employees, volunteers and the wider local community to provide accessible and relevant services, delivered fairly to all.

- f. The Society will ensure that the mix of Members, employees and volunteers reflects, as far as possible, the broad mix of the population of the local community.
- g. The Society will create effective partnerships with all parts of our community, where appropriate
- h. The Society will work towards a just society free from discrimination, harassment and prejudice. The Society aim to embed this in all its policies, procedures, day-to-day practices and external relationships.
- i. To uphold this policy, the Society will maintain a set of equal opportunity procedures for our Management Committee, Members, employees and volunteers to follow.

## **PROCEDURES:**

In order to help uphold the policy, it has created the following procedures which outline ways in which the policy will be implemented, monitored and reviewed.

### **Method of Implementation**

- a. The Society will ensure that Members, employees and volunteers are made aware of and agree with this policy.
- b. The Society will monitor their services, events and communications to ensure that they are accessible to all sections of the population and do not discriminate and take active steps to ensure that participation is representative.
- c. The Society will liaise with Members and the wider community via the Annual Members' Meeting and occasional survey allowing comments and suggestions.

### **Dealing with discrimination and harassment**

- a. If anyone feels they have been discriminated against by the Society or harassed at a Society event they should raise this with the Management Committee.
- b. The Management Committee will investigate the complaint, listening to all those involved as outlined in the Society's Rules. If the complaint is against a Management Committee member, that member will not take part in conducting the investigation.
- c. If the complaint is against an individual, this person will have the opportunity to express their point of view, accompanied by a friend. The person making the complaint will also have this opportunity and the right to be accompanied by a friend.
- d. If the complaint is against the Society as a whole and is upheld, the Management Committee will work to ensure that such discrimination, harassment or prejudice is not repeated in the future, and will inform the Members of how they propose to do this.
- e. Any decision to exclude a person as a member or volunteer of the Society due to discriminatory, harassing or prejudicial behaviour will be made regarding the Society's Rules.
- f. The Society will support people who feel they have been prejudiced, harassed or discriminated against, and will not victimise or treat them less well because they have raised this.

### **Monitoring and Reviewing**

The Society has declared its commitment to establishing, developing, implementing and reviewing a policy of equality of opportunity.

Effective record keeping and monitoring, and acting on information gathered, are essential to measure effectiveness and plan progress.

The overall responsibility for ensuring adherence to and implementation of this policy lies with the Society's Management Committee.

**POLICY & PROCEDURE VERSION CONTROL:**

The Policy and Procedures will be reviewed following the appointment of the Tenant and thereafter regularly, at least every two years.

<b>Version</b>	<b>Management Committee Review and approval date</b>	<b>Next Review Date</b>	<b>Summary of changes</b>
1.0	9/05/2024	May 2026	New policy and procedures prepared & approved