

# **Selsey Community Forum**

## **Equality, Diversity and Inclusion Policy**



### **Aim**

Selsey Community Forum seeks to ensure that all job applicants, staff and volunteers, together with all those individuals that they come into contact with as part of their activities on behalf of the forum, are treated fairly, equally and with respect. In addition, the forum will seek to ensure that the services, events and activities that it provides are relevant and accessible to all potential service users and that there are no aspects which discriminate.

### **Legislation**

The Race Relations Act (1976), Sex Discrimination Act (1975-85), Equal Pay Act (1970), Disability Discrimination Act (1995), Rehabilitation of Offenders Act (1974), the Equality Act (2010) and other legislation require the fair or equal treatment of all individuals, irrespective of their age, sex, sexual orientation, race, colour, nationality, ethnic or national origin, religious belief, gender, gender reassignment, illness, disability, marital status, social or economic background. Selsey Community Forum implements these legal requirements by ensuring that there should be no discrimination in relation to any individual involved in any way with the activities of the forum; all should be treated equally.

### **Managing Diversity**

In Managing Diversity, Selsey Community Forum will work to harness together all the skills and talents of the trustees, staff and volunteers. Managing Diversity expands the boundaries beyond equality issues and builds on the recognised approaches to equal opportunities; it creates an environment in which enhanced contributions from all members of the Forum works to the advantage of the community.

The Selsey Community Forum will not unlawfully discriminate under the Equality Act 2010 protected characteristics of -

1. Age
2. Disability
3. Sex
4. Sexual orientation
5. Race
6. Religion or belief
7. Gender reassignment
8. Marriage or civil partnership
9. Pregnancy and maternity

It will also extend those safeguards beyond the 9 protected characteristics to include other characteristics that may result in a person becoming under-represented, marginalised or minoritised for example; socio-economic status or caring responsibilities.

Managing diversity combats prejudice, stereotyping, harassment and other undignified behaviour and creates an environment in which people from all backgrounds can work together harmoniously.

## **Responsibilities**

Selsey Community Forum's trustees have primary responsibility for monitoring the application of this policy and ensuring equal opportunities in service delivery and employment practice. In particular, the trustees should ensure that recruitment and job descriptions, as well as disciplinary and grievance procedures fully incorporate the principles of equal opportunity and non-discrimination. All staff and volunteers must adhere to this policy in the course of their activities on behalf of Selsey Community Forum.

## **Recruitment**

When advertising posts for staff or volunteers, no arbitrary restrictions, such as age limits, should be imposed on the job description and associated applicant selection criteria unless they can be reasonably justified. All paid posts should normally be advertised widely both internally and externally and require completion of an application form.

All applicants should be given equal consideration, both for interview and subsequent appointment, against the applicant selection criteria. Each applicant should be assessed according to their suitability for the post. The personal details section of the application form should not be seen by those making the selection until the process has been completed. Brief notes shall be made on each application indicating clearly why the applicant has not been interviewed or appointed. Recruitment records should be kept for 12 months, after which they can be destroyed.

## **Behaviour**

Selsey Community Forum expects that all trustees, staff, volunteers and service users will respect each other and not indulge in any discriminatory or harassing behaviour, either verbally or by their actions, during their activities on behalf of the Forum. Selsey Community Forum will take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, service users, visitors, the public and any others in the course of the Charity's work activities.

Such behaviour will be dealt with as misconduct under the Complaints and Grievance Policy and appropriate action will be taken. Such behaviour will usually result in the individual being asked to leave the Selsey Community Forum.

## **Other Matters**

If appropriate and necessary, this Policy should also be made clear to service users.

All staff and volunteers are to be provided with appropriate induction training and a handbook providing information and guidance on equal opportunities.

This policy is applicable to all the activities in which Selsey Community Forum is or becomes involved; it is to be reviewed and updated as necessary at least annually.

Reviewed and Approved by Trustees: October 2022

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Mike Nicholls, Chair, Selsey Community Forum