



Controlled Document

Document Name: Equal Opportunity Policy

Document Reference Number: Pol 1

Approved by Board of Trustees on: 21st November 2023

Document Version Number 1

Review Schedule Every two years

Next review due June 2025

Owner (Responsibility) Toby Robinson Chair

Implementation & Quality Assurance

Implementation is immediate and this Policy shall stay in force until any alterations are formally agreed.

The Policy will be reviewed every two years by the Board of Trustees, sooner if legislation, best practice, or other circumstances indicate this is necessary.

EQUAL OPPORTUNITIES POLICY FOR HILL RISE COMMUNITY ASSOCIATION

STATEMENT OF INTENT

Hill Rise Community Association is committed to equality of opportunity for all.

It is the policy of the Association not to discriminate directly or indirectly against anybody

(whether staff, volunteers, committee members, users, or the community in general) on the grounds of race, gender, sexual orientation, age, disability, religious or political beliefs, or marital status.

CODE OF PRACTICE

The Association will take reasonable practical steps to meet its responsibilities and commitment to Equality of Opportunity for all, by:

- Ensuring no user, potential user, committee member, volunteer or member of staff is treated less favourably than others.
- Ensuring that everyone concerned with the community building understands the issues surrounding discrimination.
- Encouraging people from all sections of the community to be involved on the committees and all decision making structures.
- Ensuring that all staff are recruited regardless of background and other discriminatory factors.
- Ensuring that the community facilities are accessible and welcoming to all sections of the community.
- Ensuring that the services provided reflect the needs of all sections of the community.
- Considering special projects outside the building to combat discrimination in the

community.

CODE OF CONDUCT

- People will be treated with dignity and respect regardless of race, nationality, gender, sexual orientation, disability or age.
- At all times peoples' feelings will be valued and respected. Language and humour that people find offensive will not be used, e.g. sexist or racist jokes or terminology that is derogatory to someone with a disability.
- No one will be harassed, abused, or intimidated on the grounds of their race, sex, age, nationality, or sexual orientation.

- Incidents of harassment will be treated seriously. If the matter cannot be resolved by way of an acceptable apology and an undertaking that the offence will not be repeated, the following action will be taken:

1. In a case involving staff, disciplinary action will be taken in accordance with their conditions of service.

2. In a case involving a member of the Community Association, he or she will be suspended from

membership until such time as he or she can appear before the Committee in accordance.

with the 'Behaviour and Disciplinary Procedure'.

3. In a case involving a hall user, the following steps will be taken as detailed in the Code of

Behaviour & Disciplinary Procedure.

CODE OF BEHAVIOUR AND DISCIPLINARY PROCEDURE

Everyone deserves respect and to be able to enjoy peace, friendship, and facilities of the hall without disturbance.

Hill Rise Community Association expects a high level of good conduct from its members and other users.

Members and users are therefore required to refrain from offensive behaviour, offensive language, and loud unruly behaviour.

Members and users will respect the premises, avoid damage to property and unnecessary mess.

In the event of a complaint being made against a member or user for contravention of the above standards of behaviour the following steps shall be taken to resolve the dispute.

- The alleged offender shall be suspended from the hall pending a hearing by the Committee or Sub-Committee appointed for such a purpose.
- The secretary shall call a meeting of the Committee or Sub-Committee within 14 days of receiving a complaint.
- Written notice of the alleged offence shall be given to the alleged offender with a time and date of the hearing by the Committee.
- The alleged offender shall be allowed to have a friend present at the hearing.
- The alleged offender will be allowed to call witnesses to the hearing.
- No member of the Committee or Sub-Committee hearing the case shall be party to, or witness of, the alleged incident.

- The alleged offender shall have the right to an appeal to an independent arbitrator, acceptable to both sides of the dispute.
- The decision of the independent arbitrator shall be final.

GRIEVANCE AND DISCIPLINARY PROCEDURES (FOR EMPLOYEES & VOLUNTEERS)

GRIEVANCE PROCEDURE

The following procedure shall be followed to settle all disputes and grievances other than disciplinary matters:

1. Any grievance shall be raised first with the Hall Manager / Chairman.
2. The Hall Manager / Chairman will consider and, if necessary, investigate the matter and will reply to you as soon as possible within ten working days.
3. If unresolved, you must submit the grievance in writing to the Chairman, who will then arrange a meeting which will be attended by you, a trade union representative or work colleague, the Chairman and the Hall Manager.
4. As soon as possible after the meeting and within five working days, the Chairman will ensure that you receive in writing a response to the grievance.

If you still feel aggrieved, you may ask the Chairman in writing to convene a panel made up of Community Association Management Committee members to hear the grievance which should be presented in writing. A trade union representative or work colleague may be present to support you, and the Hall Manager shall be present. The decision of the panel shall be final and will be communicated to you in writing by the Community Association Chairman within five working days.

DISCIPLINARY PROCEDURE

The Hall Manager / Chairman will try to resolve any problems of a disciplinary nature informally in the first instance. If this approach is not successful, the following procedure shall apply:

STAGE 1 - VERBAL WARNING

If conduct or performance is unsatisfactory, you will be given a formal warning by the Community Association Chairman which will be recorded. The warning will be disregarded after six months satisfactory service.

STAGE 2 - WRITTEN WARNING

If the offence is serious, if there is no improvement in standards or if a further offence occurs, a written warning will be given which will include the reason for the warning and a note that, if there is no improvement after six months a final written warning will be given. You have the right to appeal against any decision to the Management Committee.

STAGE 3 - FINAL WARNING

If conduct or performance is still unsatisfactory or if misconduct is sufficiently serious to warrant only one written warning, a final written warning will be given, making it clear that any recurrence of the offence or other serious misconduct within a period of six months will result in dismissal. You have the right of appeal against any decision to the Management Committee.

STAGE 4 - TERMINATION OF EMPLOYMENT

The Community Association Management Committee may terminate your appointment, giving one month's notice or longer as defined by the Employment Protection (Consolidation) Act 1978.

The Chairman of the Community Association shall have the power to suspend you from the performance of all duties for misconduct or other good and urgent cause but shall at once make a full report of such suspension in writing to the Management Committee.

You shall have the right to a personal hearing (with the assistance of any adviser if you so desire) at any meeting of the Management Committee at which the confirmation or otherwise of your suspension is to be considered, and shall be given not less than seven days' notice of such a meeting.

If you should be reinstated, you shall not suffer any loss of salary during the period of suspension.

If you shall not be reinstated, you may be deemed to have been dismissed for misconduct or for other good or urgent cause at the date of suspension and it shall be at the discretion of the Management Committee either to pay or to withhold salary for the period from the date of suspension to the date of actual dismissal.

It shall be sufficient service of any notice given by you under this agreement if it be addressed to the Management Committee or the Chairman and delivered at or sent by registered post to their or his/her last known address. It shall be sufficient service of any notice given by the Management Committee if it be addressed to the appropriate person and delivered to or sent by registered post to his/her last known address.

The Community Association Chairman and the Hall Manager shall not be present at any meeting of the Management Committee whilst an appeal by you against any disciplinary action is being heard.