



# ANGEL COMMUNITY CANAL BOAT TRUST



<b>Policy:</b>	Equality, Diversity and Inclusion Policy
<b>Effective Date:</b>	April 2022
<b>Related Policy:</b>	Disciplinary and Grievance Procedure Anti-Harassment and Bullying Policy Recruitment and Training Policy Volunteer Policy
<b>Relevant Legislation:</b>	Equality Act 2010

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## 1. Purpose

ACCT is committed to equality, diversity and inclusion in all that we do. We will not tolerate discrimination or harassment in any part of our operations. We will ensure that all volunteers, employees and service users are treated equally and as individuals regardless of protected characteristics of age, disability, race (including colour, nationality, and ethnic or national origin), gender, sexual orientation, gender reassignment, marital or civil partnership, pregnancy, maternity or parental status, religion or political belief.

We are also committed to ensuring no unlawful discrimination in providing our service to users and people in our community.

## 2. Policy Scope

This policy applies to employees of ACCT, Management Committee members and volunteers and to all aspects of our work including:

- The appointment and ways of working with our employees, Management

Committee members and volunteers.

- Our dealings with services users, members of the public and our community.
- How we manage pay, terms and conditions of employment and recruitment and training.

Our Management Committee is responsible for ensuring that this policy is implemented effectively, monitored and reviewed.

### 3. Policy

We will not tolerate any acts of indirect or direct discrimination or harassment:

- **Direct discrimination:** where someone with a protected characteristic is treated less favourably than somebody else has or would have been in identical circumstances.
- **Indirect discrimination:** where a group of people with one of the protected characteristics is disadvantaged by a provision, criterion or practice that is applied to all staff (unless the treatment may be justified for a good business reason).
- **Harassment:** including hostile, humiliating, degrading, intimidating or similarly offensive treatment or conditions to which an individual with one or more protected characteristics is subjected. Any such actions deprive an individual of their dignity and violate them. We draw no distinction between actions that may be seen as 'joking' and not intended to cause offence, and those that are intended to cause offence.

We are committed to:

- Encouraging equality, diversity and inclusion in all aspects of our operations.
- Ensuring an environment for employees, volunteers and services users free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all are recognised and valued.
- Taking seriously complaints of bullying, harassment, victimisation and unlawful discrimination by employees, Management Committee members and volunteers, arising in the course of our operations.
- Making decisions concerning staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Reviewing our employment practices and user policies periodically to ensure fairness and that they reflect any changes in the law.

## 4. Policy Implementation

### 4.1 Recruitment

We will aim to ensure that the ACCT Management Committee members and volunteers are representative of our service users and wider community.

We will undertake open recruitment and selection procedures. Wherever possible, all vacancies for employees, Management Committee members and volunteers will be advertised and fair and equitable processes followed. We will advertise opportunities within the community we serve. Adverts will be worded to encourage, as far as possible

and reasonable, applications from individuals of all characteristics to apply, and particularly people who reflect the diversity of our user groups and the community we operate

#### **4.2 Employment and Volunteering**

ACCT will ensure that no employee or volunteer receives less favourable treatment than another on grounds of the protected characteristics. Trustees and volunteers working with us will be informed of our Equality, Diversity and Inclusion Policy and receive a briefing as appropriate.

#### **4.3 Service Users and the Public**

We actively encourage and seek to enable people from under-represented groups to attend and participate in our operations and so we aim to make our services accessible to as wide a range of the public as possible. In order to achieve this, we will take steps to remove barriers which prevent potential participants, members or users from having equal access to our trips and activities.

However, due to the nature of our operations and the health and safety issues associated with operating a narrow boat, the adjustments we can make to include people with disabilities are limited. Where we have potential service users with a disability, we will discuss with them the adjustments we are able to make with a view to enabling them to come on board Angel Boat.

#### **4.4 Handling Alleged Breaches**

We will take all allegations of breach and any breaches that we discover very seriously. All allegations and/or suspicions of breach will therefore be thoroughly investigated.

Should an employee, volunteer or service user wish to make a complaint about a breach of our policy, they should contact the Chair or Secretary of ACCT as soon as possible.

Where an employee:

- Considers they have been subjected to a breach he/she may raise the issue under our Disciplinary and Grievance Policy.
- Is the subject of an allegation or suspected breach, the matter will also be dealt with under our Disciplinary and/or Grievance Policy, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Anyone raising a concern about a matter covered by this policy, who does so in good faith, will have our full support and co-operation in investigating and dealing with the matter.

### **5. Policy Review**

We will review this policy and procedure every year and update it as appropriate.

Date policy approved by ACCT Management Committee:

Signed:

Date:

## Appendix A: Policy Compliance for ACCT Staff, Trustees and Volunteers

Any Trustee, employee, volunteer or other person working with ACCT in any capacity is required to read and understand ACCT's *Equality, Diversity and Inclusion Policy* and sign that they have done so. We will use this form to ensure compliance.

<b>Name:</b>	
<b>Role with ACCT:</b>	

I confirm that I have read and understood ACCT's *Equality, Diversity and Inclusion Policy* and agree to comply with all aspects of it.

<b>Signed:</b>	
<b>Date:</b>	<b>Name (Capitals):</b>