



Registered charity no. 291646

## **CARE in Haywards Heath, Cuckfield and Lindfield Equal Opportunities Policy**

### **Statement of intent**

We fully accept and welcome that society consists of many diverse groups and individuals and this diversity is an asset to the community, we also recognise that certain groups and individuals are discriminated against and we are opposed to this.

We recognise that we have a moral and legal responsibility to promote equal opportunities and we will pursue equality in all of our work.

We will work to ensure that all our services are provided in a way that promotes awareness of the rights and needs of people from minority groups and enables all people to access them.

CARE in Haywards Heath, Cuckfield and Lindfield is a purely voluntary organisation. All volunteers must have undergone a criminal records bureau check successfully before joining our organisation because of the nature of our work in the community.

This policy will be reviewed annually to ensure effective implementation at the first Executive committee meeting after the March A.G.M.

### **Code of Practice**

CARE in Haywards Heath, Cuckfield and Lindfield will take whatever steps are necessary including, if appropriate, use of the disciplinary mechanisms laid out in the code of conduct, to enforce the Policy. In addition, anyone connected to our organisation, client or volunteer, who considers that he/she is suffering from unequal treatment on any grounds may use this policy to bring it to the Executive committee's attention for action.

The Executive Committee shall have responsibility for the operation of the Policy. However, all volunteers have a duty to do everything they can to ensure that the Policy operates in practice.

### **Code of Conduct**

1. People will be treated with dignity and respect regardless of race, nationality, gender, sexual orientation, disability, offending background, religion or age.
2. At all times people's feelings will be valued and respected. Language or 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.

3. No one will be harassed, abused, excluded or intimidated on the grounds of their race, sex, age, nationality, disability, offending background, religion or sexual orientation.
4. Insulting, abusive or racist remarks will not be tolerated from anyone associated with our charity and behaviour of this type may lead to a volunteer being asked to leave or, in the case of a client, to withdrawal of our services.

Incidents of harassment will be taken 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. The person in question will be requested to attend a meeting with the Chairman of the Executive committee.
2. In the case of a volunteer, action may be taken as appropriate and if deemed necessary their involvement with the charity may cease.
3. In a case involving a client, their name may be withdrawn from our client list.

Any directly involved person has the right to appeal against a decision made by the executive committee who will consider that appeal before a decision is made and that decision will be final.

**Approved by the Executive Committee 24\4\2017**