



Equality and Diversity Policy

Introduction and aims of the policy

Cleve Archers Ltd recognises and values people's differences and will assist them to use their talents to reach their full potential.

The organisation will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the organisation. This policy is designed to ensure that Cleve Archers Ltd complies with its obligations under equality legislation and demonstrates our commitment to treating people equally and fairly.

Cleve Archers Ltd is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics).

Using fair and objective employment practices, the organisation aims to ensure that

- all club members and potential members are treated fairly and with respect at all stages of their membership
- all club members (volunteers/service users) have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from other members or by people (third parties) who are not members of Cleve Archers Ltd such as customers or clients
- all club members (volunteers/service users) have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination
- all club members (volunteers/service users) have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not.

Scope of the policy

The policy applies to all members and visitors to Cleve Archers Ltd.

The policy applies to all stages of membership including recruitment and selection, promotion and training.

Responsibilities

It is the responsibility of Cleve Archers Welfare Officer to develop and lead the implementation of the equality and diversity policy.

Responsibility for approving the policy and monitoring that it is being followed rests with Cleve Archers Management Committee.

Club members and volunteers of Cleve Archers Ltd have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

Implementation of the policy

All members and volunteers will be involved in creating an equality environment and one that values diversity.

Communications

Communication of the policy to club members and volunteers will be through meetings, website, emails and membership forms.

Working with partners

In selecting our partners we will consider their commitment to Equality and Diversity by asking for their equity policy or viewing their online equity standards.

Users of our service

We will make our services accessible by publicising our policy online in our constitution document.

In carrying out the policy, the organisation will carry out the following actions: Section 8 Implications of membership and Section 18 Discipline and appeals as per our constitution document.

Reporting discrimination/potential discrimination

Club members who feel that they have suffered any form of discrimination should raise the issue through the following means: Cleve Archers Welfare Officer.

Volunteers who feel that they have suffered any form of discrimination should raise the issue through the following means: Cleve Archers Welfare Officer.

Service users who feel that they have suffered any form of discrimination should Section 8 Implications of membership and Section 18 Discipline and appeals as per our constitution document.

Club members/volunteers/service users should also use this approach if they feel that they been the subject of harassment from someone who is not an member of Cleve Archers Ltd will not tolerate any harassment from third parties towards its members, volunteers, and service users and will take appropriate action to prevent it happening again.

If a member/volunteer/service user witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex or sexual orientation, even if it is not directed at them they should also use this procedure.

Monitoring and review

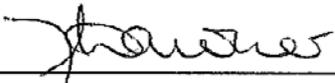
This policy will be monitored to judge to what extent it is working and identify areas for improvement.

Monitoring will relate to both members/volunteers and to service users and methods used will include: reviewing Cleve Archers Ltd Equity Policy on an annual basis.

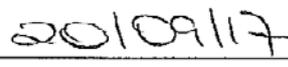
This policy will be reviewed every year by Cleve Archers Management Committee to ensure that it remains up to date and reflects the needs and practices of the organisation.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.

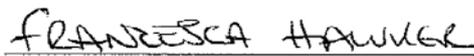
This policy was last reviewed on 20 September 2017.



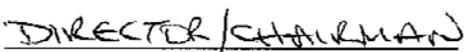
Signature



Date



Name



Position