

## Hope 4 (Rugby) Ltd. Equalities and Diversity Policy

**1. Introduction** The responsibility for ensuring equality and diversity among potential and actual service users, volunteers, Board members and paid staff rests ultimately with the Hope 4 (Rugby) Ltd. Board of Trustees. Volunteers, staff and Board members are responsible for the implementation of the policy, its observance, monitoring it on a day-to-day basis and reporting on its operation, as and when appropriate, to the Trustee Board. The policy consists of the following: **Statement of intent & The Policy**

**2. Statement of Intent** Hope 4 (Rugby) Ltd. recognises that certain individuals and groups are discriminated against on grounds of disability, race, ethnic origin, culture, socio-economic background, gender, sexuality, religion, creed, marital status and age. Hope 4 (Rugby) Ltd. is committed to working towards eliminating all forms of discrimination both through its own work and through its employment policies and practices.

### 3. The Policy

**Service Provision:** Users must have easy access to information about Hope 4 (Rugby) Ltd. services which may involve making materials available where appropriate in a variety of media. It is however recognised that Hope 4 (Rugby) Ltd. will not be able to meet all the demands made upon its services. Additionally, it is recognised that there may from time to time be complaints against members of staff, volunteers or the service. A notice will be displayed in the general office, giving details of how a complaint may be made.

**Recruitment and Selection:** Hope 4 (Rugby) Ltd. aims to receive the widest response to recruitment of volunteers, workers or Board members. All vacancies will be publicised widely. The range of publications and agencies chosen will attempt to reflect the aim of reaching all sections of society. Information sent to potential applicants will include the volunteer or management role description or a job description and a person specification in the case of paid employment and details of the Equalities and Diversity Policy. It will be standard practice to supply information in large print when requested - this will be noted in advertisements.

**Terms and Conditions:** Hope 4 (Rugby) Ltd. will endeavour to ensure that volunteers, staff and Board members are not discriminated against through the terms and conditions under which they have been engaged. Furthermore, Hope 4 (Rugby) Ltd. recognises that from time to time family and social circumstances may change and consequently that volunteers or workers may need to change their conditions of work. Hope 4 (Rugby) Ltd. will attempt, where circumstances and resources permit, to accommodate the needs of those volunteers and staff.

**Staff Support:** Volunteers and staff are entitled to support from Board members. Volunteers and staff will receive appropriate supervision from a Support Worker or a named Board member.

**Training:** Hope 4 (Rugby) Ltd. recognises that training is an important factor in leading to job achievement and opportunity. Induction training is particularly important and will be made available to all volunteers, staff and Board members. When other needs are identified, every effort will be made to ensure that training is provided.

**Purchasing:** Hope 4 (Rugby) Ltd. will try to ensure that the goods and services it offers are accessible to all groups.

**Monitoring:** Regular monitoring and reviews of all procedures will take place from time to time.

Agreed by the Board of Trustees, June 2015

Review date: **Annually.**

Reviewed June 2016. June 2017.