



Making holidays accessible

## Equality and Diversity Policy

### Aims

The Lyneal Trust recognises and values people's differences and will assist them to use their talents to reach their full potential. The Trust will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the Trust.

This Policy is designed to ensure that the Trust complies with its obligations under equality legislation and demonstrates our commitment to treating people equally and fairly.

The Trust 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 practices, the Trust aims to ensure that

- All trustees, officers, contractors, volunteers and training course participants 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 trustees, officers, contractors or volunteers or by people (third parties) who are not trustees, officers, contractors or volunteers of the Trust, for example customers.
- All trustees, officers, contractors, volunteers and training course participants have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
- All trustees, officers, contractors, volunteers and training course participants 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.

The Trust values the variety of different views, outlooks and approaches that a diverse organisation brings. This assists the Trust to provide improved facilities and increase the understanding of customers

The Trust will do all it can to ensure no one will receive less favourable treatment or is to be disadvantaged by requirements or conditions, which cannot be shown to be justifiable.

### Scope of the Policy

The policy applies to trustees, officers, contractors, volunteers and training course participants and to all stages of involvement including recruitment and selection, promotion and training.

### Responsibilities

Trustees, officers, contractors, volunteers and training course participants have a duty to act within this Policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

Responsibility for promoting awareness of this Policy and monitoring that it is being followed rests with the Board of Trustees.

### Breaches of the Equality and Diversity Policy

Breaches of this policy by trustees, officers or volunteers may jeopardise them holding a role with the Trust.

Breaches of this Policy by contractors may result in their contract being cancelled.

Breaches of this Policy by training course participants may result in their course being cancelled.

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Trustees, officers, contractors, volunteers and training course participants are also personally liable under equality legislation for any act of unlawful discrimination.

### **Equality and diversity in practice**

In carrying out the Policy, the Trust will carry out the following actions:

- Particular attention will be placed on the following:
  - Use of selection criteria that does not unlawfully discriminate in recruitment and progression procedures.
  - Entry to a role with the Trust or progression within it to be based on merit.
  - Not unlawfully discriminating in opportunities for recruitment, training, promotion of trustees, officers or volunteers
  - Ensuring that every individual is assessed according to his or her personal capability to carry out a given role.
  - Ensure equal opportunities and non-discrimination in the operation of grievance procedures.
- Ensure that all relevant requirements of the Equality Act in relation to disability are met and adhered to.
- Ensure that any amendments to any legislation relating to discrimination are met and adhered to.

### **Implementation of the policy**

All trustees, officers, contractors, volunteers, and training course participants will be involved in creating an equality environment and one that values diversity.

#### Communications

Communication of the policy to trustees, officers, contractors, volunteers, and training course participants through

- Making available a copy of the Policy to prospective trustees, officers, contractors, volunteers and training course participants.
- Ensuring all new trustees, officers, contractors and volunteers have the opportunity to discuss the Policy with other trustees, officers, contractors and volunteers.
- Providing, if required, non-discrimination selection training for trustees, officers and volunteers who are recruiting.
- Including reference to abiding by the Policy in volunteer agreements

#### Working with Partners

In selecting partners, the Trust will consider their commitment to equality and diversity by

- Asking to see their Policy
- Asking what they do in practice, including monitoring the Policy

#### Customers of the Trust's facilities

Making the Trust's facilities accessible by

- Considering formats for promotional material
- Appropriate use of language/formats/fonts/size
- Considering whether information should be available in alternative formats e.g. easy read/languages
- Considering locations where the Trust's facilities are promoted/advertised
- Considering the diverse make up of our trustees, officers, contractors, and volunteers in relation to the Trust's guests.
- Considering the impact of proposed new facilities/services on the user group

### **Reporting discrimination**

Trustees, officers or contractors who feel that they have suffered any form of discrimination should raise the issue with the Trust's Chair or Vice Chair.

Volunteers who feel that they have suffered any form of discrimination should raise the issue with the Trust's Volunteer Coordinator or Trustee responsible for Personnel and Training.

Training course participants who feel that they have suffered any form of discrimination should raise the issue with the Trust's Chair or Vice Chair.