

# **Haughley Village Hall Management Committee – Equal Opportunities Policy**

## **Policy Statement**

Haughley Village Hall Management Committee ( HVHMC) welcomes all users, be they individuals or organisations, no matter what their background.

It recognises that everyone has a contribution to make to society and a right to equal treatment so that no one should experience discrimination. The Committee wishes to ensure that no job applicant, contractor, committee member, volunteer, organisation or individual to whom we provide services, will be discriminated against by any of its members by reason of gender, sexuality, religion, age, disability or ethnicity or on any unfair grounds whatsoever. HVHMC is committed to:

- Encouraging full participation for all people within the organisations, clubs and events it oversees;
- Being continually alert to the need to ensure equality of opportunity;

It is the policy of the HVHMC is to ensure that no person receives less favourable consideration than others in the selection and appointment of staff or in the recruitment of volunteers.

## **Recruitment and promotion practices**

HVHMC will ensure equality of opportunity for all job applicants, contractors and volunteers; it will ensure that:

- Proposal forms are continually reviewed to ensure structure and content are not open to discrimination and are inclusive to all;
- When recruiting, the Management Committee will develop personnel specifications which recognises the importance only of relevant experience or qualifications
- Acceptance of the Management Committee's Equal Opportunities Policy is a condition of employment.

## **Service provision**

The HVHMC will take positive action to ensure its services to, and contacts with, other groups and individuals reflect this Equal Opportunities Policy. This will be effected by:

- Consulting with groups and individuals with special requirements to identify how the Village Hall services may be improved to meet their needs;

(Adopted 03 Mar 20)

- Ensuring that all members of the HVHMC are aware of, understand and operate this Equal Opportunities Policy.

## **Management Responsibilities**

The HVHMC:

- Is responsible for the implementation and monitoring of this Equal Opportunities Policy
- Will ensure that all individuals within the Village Hall Charity, whether paid or unpaid, clearly understand and practise the principles contained in this Policy.
- It shall be the responsibility of all members of the Management Committee to bring to the committee as a whole any evidence of difficulties relating to the implementation of this Policy

## **Users' responsibilities**

All employees of the HVHMC and users of its services:

- Will be required to co-operate in the implementation of measures introduced by the Committee to ensure and promote equal opportunities;
- Will neither practice any form of discrimination nor use discriminatory language;
- Will draw to the attention of the Committee any suspected acts of discrimination.

The Committee is open at any time for input into the improvement of its services in the context of ensuring it provides an equal and diverse environment for all users of the hall.

Signed .....

Dated .....

Chair. of Haughley Village Hall Management Committee

(Adopted 03 Mar 20)