

Community Association for West Hampstead (CAWH)

EQUALITY AND DIVERSITY POLICY

The purpose of this policy is to set out clearly and fully the positive action which the organisation intends to take to combat direct and indirect discrimination in its employment policy, its management and its relationship with other organisations.

In adopting this policy, CAWH is making an unequivocal commitment to implement it in order to help to ensure that equality of opportunity will become a reality.

CAWH works with individuals and voluntary groups throughout its area of benefit, and its Board of Trustees is elected by its members at its Annual General Meeting, which is publicised across the area of benefit in accordance with its constitution.

CAWH offers training and support to all trustees enabling those elected to it to play a full and active role in its management.

Equality of opportunity is integral to the work of CAWH, which seeks to ensure that initiatives in its area of benefit are relevant to, and designed with and for, the individuals who live there.

CAWH is committed to treating all individuals and groups in a fair and just manner, and firmly opposes discrimination in all its forms, and it works actively with other organisations to raise awareness and challenge practices which are prejudicial and biased.

CAWH's Equality and Diversity Policy conforms with the legal requirements of the Equality Act 2010 on anti-discrimination which seeks to guarantee the fundamental right to equality of treatment without unfair discrimination.

STATEMENT OF INTENT

1. CAWH recognises that in society power is not held equally and that groups and individuals have been, and continue to be, discriminated against on many grounds including race, sex, sexual orientation, age, disability, class, religion, marital status and where they live.
2. CAWH also recognises that where direct or indirect discrimination occurs within an organisation it is both morally and legally unacceptable, and is in direct contradiction to its constitutional commitment to serve the whole community.
3. CAWH commits itself to encouraging organisations with which it works to adopt Equality and Diversity policies, and to supporting and assisting them in the process.
4. CAWH ensures that its policies and working practices are non-discriminatory and actively promote equality of opportunity.
5. CAWH ensures that all individuals and groups are treated in a fair and just manner.

IMPLEMENTATION OF THE POLICY

CAWH is responsible for implementing the policy and ensures:

- that the membership of CAWH is representative of the population in its area of benefit;
- that any sub-committees which have been appointed are representative of the membership of CAWH;
- that venues used for meetings and training events have, wherever possible, wheelchair access. Participants may ask for special assistance (eg. signers and interpreters) which will be provided where funding is available;
- that its Contract of Employment includes details of its Equality and Diversity Policy and that its employment practice is in line with this policy;
- that all publications and publicity materials used by CAWH reflect the aims of this Equality and Diversity Policy, and are written in clear non-discriminatory language.
- that monitoring is in place to assess the implementation of this Equality and Diversity Policy.

DISCRIMINATION

CAWH believes in and is fully committed to equality of opportunity for all.

CAWH does not discriminate against groups or individuals with which it works or with which it comes into contact because of:

colour, ethnicity, nationality, class, gender, HIV/AIDS, status, sexual orientation, marital status, age, disability, religion, trade union membership and activities, physical appearance or responsibility for dependants

whether or not it is legally bound by legislation.

Employees and volunteers will not discriminate against the people with whom they come into contact during their work with, or on behalf of CAWH on the basis of their ethnic origin, gender, sexuality, religion, disability or age and CAWH will expect diversity to be respected and welcomed.

All the organisation's employees and volunteers are expected to comply with Equality and Diversity legislation and CAWH's Equality and Diversity Policy.

This shall be demonstrated by never:

- making assumptions about a person or a group of people;
- making judgements about a person or group of people; and
- discriminating against any person or group of people on the basis of their ethnic origin, gender, religion, sexuality, disability or age.

and ensuring that

- people are be treated with dignity and respect regardless of age, race, nationality, gender, sexual orientation, disability and race;

- people's feelings are valued and respected at all times and language and humour which people may find offensive will not be allowed on its premises;
- no one is harassed or abused on the grounds of their age, race, sex, age, nationality or sexual orientation.

If an incident does occur and it cannot be resolved by way of an acceptable apology and/or an undertaking that the offence will not be repeated, the following action will be taken:-

- (a) In the case of a member of staff, disciplinary action will be taken in accordance with CAWH's Disciplinary Procedures
- (b) In the case of an individual member or a representative of a member organisation CAWH may terminate the membership of such persons

MONITORING

CAWH monitors the effectiveness of this Equality and Diversity Policy by:

- regularly distributing monitoring forms to users and contacts;
- including a confidential monitoring form with all jobs information;

Signed on behalf of the Community Association for West Hampstead (CAWH)

Agreed at a meeting of the Trustees on	14 March 2023
Date to be reviewed:	March 2025
Signed by:	Pauline Cheeseman Chair.....(position)