



Policy Number	Review Date	Next Review Date
7	March 2021	March 2022

### Equal Opportunities Policy

This policy applies to all Trustees, employees volunteers, and anyone accessing Little Village events, support and services.

#### Our Commitment

Everything we do is grounded in our four values: Love, Solidarity, Thriving and Sustainability. We are inclusive and respectful, living out our values in the way we treat each other.

Little Village believes that no child, individual, or family should be excluded from our activities on the grounds of age, health or disability, sex, gender reassignment, pregnancy, maternity, race, (which includes colour, nationality and ethnic or national origins), sex and sexual orientation, religion or belief, because someone is married or in a civil partnership. These are known as “protected characteristics” under the Equality Act 2010. We also believe no one should be excluded or treated differently because of class, family status, means or ability,

Little Village is committed to providing equal opportunities in employment, volunteering and in access to our events, support and services and to avoiding unlawful discrimination. This includes a commitment to;

- Tackling social exclusion, inequality, discrimination and disadvantage
- Promoting equality of opportunity and making reasonable adjustments
- Ensuring all people are treated with dignity and respect, valuing the diversity of all;
- Working together with the community to deliver events, support and services that are accessible, appropriate and delivered fairly to all;
- Continuing our work to ensure the diversity of our trustees, employees, volunteers and any governing bodies reflects, as far as possible, the diversity of the community we support;
- Encouraging traditionally disadvantaged sections of the community to participate in policy decisions about, and the management of the services provided;
- Providing fair resource allocation

This policy helps us to put this commitment into practice. By complying with this policy, you are helping to ensure that we create an environment that is inclusive, promotes dignity and respect for all and is free from unlawful discrimination.

Doing all in our power to ensure that our environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities and diversity and inclusion in employment. We have a separate anti-bullying and harassment policy to help us achieve this.

## **Recruitment**

Our recruitment practices aim to attract applicants with the knowledge, skills and experience required for the job or volunteering role, irrespective of an applicant's background. Diversity within our trustees, employees and volunteers supports us to better understand the needs of a diverse range of stakeholders. We may therefore take positive action to improve our diversity amongst our trustees, employees or volunteers and we will make reasonable adjustments where they are needed to participate in the selection process.

## **Employment**

We will strive to avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, requests for leave, flexible working, grievances, discipline, dismissal and selection for redundancy. We will base decisions on objective criteria.

We will consider any possible indirectly discriminatory effect of our working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done.

We will refuse requests for variations to working practices only if we have good reasons for doing so, that are unrelated to any protected characteristic.

We will comply with our obligations in relation to statutory requests for contract variations and will also make reasonable adjustments to our working practices.

## **Training**

We will provide training to trustees and employees in equal opportunities and diversity and inclusion and further support and information to anyone involved in recruitment or other decision-making processes.

## **Volunteering**

Little Village is committed to ensuring all volunteers have a positive volunteering experience. We believe in equal opportunity for all involved at Little Village and we aim to ensure that all who wish to work in or volunteer within our charity should have an equal chance to do so. We aim to create effective partnerships within all parts of our community and provide services that are accessible according to need.

### **Support, Services, Suppliers and Visitors**

We will not discriminate unlawfully against anyone accessing our support or services, seeking to use the support or services we provide or providing services to us or visiting our organisation.

### **Your Responsibilities**

Everyone including trustees, employee, volunteers, anyone visiting or receiving support are responsible for Little Village meeting its commitment to equality, diversity and inclusion and avoiding unlawful discrimination.

All trustees, employees and volunteers are made aware and will be given a copy of this policy as part of their induction. This policy is publicly available on our website.

If you experience a level of discomfort or disagreement with something that happens when you are at work or volunteering, you are encouraged to bring it our attention using our Complaints Procedure. It is possible that others are not aware or have not considered the impact of their actions, have not understood our policy, or possibly our practices need to be updated.

If you believe that you have been discriminated against you should report this using the Complaints procedure (or Grievance procedure if you are an employee). We take any complaint seriously and you will not be penalised for raising a complaint or grievance, even if it is not upheld, unless it is both untrue and made in bad faith.

If you witness what you believe to be discrimination you should report this to someone in authority, your line manager or volunteer manager or the Chief Executive as soon as possible.

Individuals can be held personally liable as well as, or instead of, the organisation for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence. Acts of discrimination, harassment, bullying or victimisation against employees or are disciplinary offences and will be dealt with under our Disciplinary Procedure.

### **Monitoring and Reviewing**

This policy will be monitored periodically to judge its effectiveness and will be updated in accordance to changes in the law. Effective record keeping and monitoring, and acting on information gathered, are essential in order to measure effectiveness and plan progress. The Board of Trustees will review this policy annually.

Any personal data provided by job applicants, employees, trustees or volunteers for monitoring purposes will be used only for these purposes and in accordance with our Data Protection Policy. We will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

Sophie Livingstone,

CEO, Little Village

Reviewers:

Clare Hill, Head of People

Review Date: March 2021