

**FRIENDS OF KIPKELION**  
**EQUALITY AND DIVERSITY POLICY**

**POLICY STATEMENT**

1. Friends of Kipkelion recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Charity to utilise the skills of all its supporters. It is the aim of the Charity to ensure that no trustee or volunteer receives less favourable facilities or treatment (either directly or indirectly) in working for the Charity on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the **protected characteristics**).
2. Our aim is that our people will be truly representative of all sections of society and that each should feel respected and able to give of their best.
3. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for everyone involved in our charity.
4. Everybody working with or for Friends of Kipkelion will be treated fairly and with respect. Selection for any duties will be on the basis of aptitude and ability. All trustees and volunteers will be helped and encouraged to develop their full potential and the talents and resources of all those involved will be fully utilised to maximise the efficiency of the organisation.
5. Our people will not discriminate directly or indirectly, or harass partners or beneficiaries because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the Charity's services.
6. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

**OUR COMMITMENT**

- To create an environment in which individual differences and the contributions of all our people are recognised and valued.
- Everyone involved with Friends of Kipkelion is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- To promote equality in all our operations, which we believe is good management practice.
- We will review all our practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by all trustees.
- The policy will be published on the Charity's website and will be monitored and reviewed annually

## **RESPONSIBILITIES OF TRUSTEES**

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Chairman. All Trustees will ensure that they and those who work with them operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each Trustee will ensure that:

- all volunteers are aware of the policy and the arrangements, and the reasons for the policy;
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- proper records are maintained.

The Board of Trustees will be responsible for monitoring the operation of the policy.

## **RESPONSIBILITIES OF VOLUNTEERS**

Responsibility for ensuring that there is no unlawful discrimination rests with all volunteers and the attitudes of volunteers are crucial to the successful operation of the equality policy. In particular, all volunteers should:

- comply with the policy and arrangements;
- not discriminate in their day to day activities or induce others to do so;
- not victimise, harass or intimidate other volunteers or groups who have, or are perceived to have one of the protected characteristics.
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- inform a Trustee if they become aware of any discriminatory practice.

## **THIRD PARTIES**

Third-party harassment occurs where a Charity Trustee or volunteer is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. Friends of Kipkelion will not tolerate such actions against its people, and the individual concerned should inform a Trustee at once that this has occurred. Friends of Kipkelion will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

## **RELATED POLICIES AND ARRANGEMENTS**

All the Charity's policies and arrangements have a bearing on equality of opportunity. The Charity's policies will be reviewed regularly and any discriminatory elements removed.

## **RIGHTS OF DISABLED PEOPLE**

The Charity attaches particular importance to the needs of disabled people.

Under the terms of this policy, Trustees are required to:

- make reasonable adjustment to maintain the services of a person who becomes disabled,
- include disabled people in training/development programmes;

- give full and proper consideration to disabled people who apply to participate in the Charity.

## **EQUALITY TRAINING**

A regular briefing will be held for Trustees and volunteers on equality issues, including a full review of this policy each year.

## **MONITORING**

- The Charity deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements.
- The system will involve the routine collection and analysis of information on volunteers by gender, marital status, ethnic origin, sexual orientation, religion / beliefs, and length of service. Information regarding the number of volunteers who declare themselves as disabled will also be maintained.
- Where appropriate **equality impact assessments** will be carried out on the results of monitoring to ascertain the effect that the Charity's policies and our activities may have on those who experience them.
- Any information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.

## **GRIEVANCES/DISCIPLINE**

Trustees and volunteers have a right to pursue a complaint concerning discrimination or victimisation via the Chairman or, if appropriate, to the Charity Commission.

## **REVIEW**

The effectiveness of this policy and associated arrangements will be reviewed annually under the direct supervision of the Charity's Chairman.

**Originated June 2015**

**Reviewed December 2016**