



## EQUAL OPPORTUNITIES STATEMENT, POLICY AND PROCEDURES

### STATEMENT OF INTENT

The aim of this statement is to communicate the commitment of Horsham & Shipley Community Project to its members, users, supporters, staff, and volunteers in the promotion and implementation of equality of opportunity. We fully accept and welcome that society consists of many diverse groups and individuals and this diversity is an asset to the community, we also recognise that certain groups and individuals are discriminated against and we are opposed to this. We want our services, facilities and resources to be accessible and useful to every user of our services and regardless of gender, age, race and ethnicity, ethnic origin, religious belief, disability, political opinion, marital status, sexual orientation, or any combination of protected characteristics which may unfairly affect a person's activities and opportunities to benefit from our activities, services and facilities.

We recognise that we have a moral and legal responsibility to promote equal opportunities and we will pursue equality in all of our work.

**PLEASE CONTACT ANY TRUSTEE ABOUT THE IMPLEMENTATION OF THIS STATEMENT OR TO OBTAIN A COPY OF OUR EQUAL OPPORTUNITIES POLICY**

### EQUALITY COMMITMENTS

We are committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious social environment in which all persons are treated with respect and dignity and in which no form of intimidation or harassment is tolerated
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice
- Complying with our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate including, if appropriate, use of the disciplinary mechanisms laid out in the code of conduct, to enforce the Policy.
- Ensuring that anyone connected with the organisation, helper, staff member or volunteer who considers that he/she is suffering from unequal treatment on any grounds may use this policy to bring it to the committee's attention for action.
- Bringing to the attention of all members, volunteers, staff and supporters the existence of this policy, and will provide such training as is necessary to ensure the effective implementation of the Policy.

The Trustees shall have responsibility for the operation of the Policy. However, all staff, volunteers and members have a duty to do everything they can to ensure that the Policy operates in practice

## CODE OF CONDUCT

- People will be treated with dignity and respect regardless of race, nationality, gender, sexual orientation, disability and age.
- At all times people's feelings will be valued and respected. Language or humour that people find offensive will not be used e.g. sexist or racist jokes or terminology which is derogatory.
- No one will be harassed, abused or intimidated on the ground of his or her race, sex, age, nationality or sexual orientation.
- Incidents of harassment will be taken seriously. If the matter cannot be resolved by way of an acceptable apology and an undertaking that the offence will not be repeated, the following action will be taken:
  - In a case involving a member of the organisation, he or she will be suspended from membership and be requested to attend a meeting with the Trustees to explain their actions.
  - The Trustees will have the power to take action as appropriate, or to temporarily or permanently suspend or terminate their membership of the organisation.
  - In a case involving a Trustee, volunteer or helpers, disciplinary action will be taken in accordance with the procedure outlined above and if deemed necessary their involvement with the organisation may cease.
- Any directly involved person has the right to appeal against a decision made by the management committee who will consider that appeal before a decision is made and that decision will be final.

## REVIEW OF POLICY

The Horsham & Shipley Community Project shall undertake to review this policy, its implementation and effectiveness annually. The views of all employees and volunteers shall be sought by the Trustees where necessary and reflected in the review process.

Any new legislation or developments in existing legislation will be considered by the Trustees as and when required and the policy will be updated to reflect these developments.

This policy was approved and agreed by the Trustee of Horsham & Shipley Community Project on the date shown below.

Signed:

Name: Philip R Gibbs

Position: Chair of Trustees

Date: 1 February 2026

Review date: 1 February 2027

Name of Organisation: Horsham & Shipley Community Project

Charity Number: 1178797