



The Otford Society's policy for equality, diversity and inclusion amongst our volunteers.

The Otford Society is committed to encouraging equality, diversity and inclusion among our volunteers, and eliminating unlawful discrimination.

The aim is for our volunteers and (when applicable) workforce to be truly representative of all sections of society, and for each person to feel respected and able to give their best.

The Otford Society – if providing goods and/or services and/or facilities – is also committed against unlawful discrimination of customers or the public.

The policy's purpose is to:

- provide equality, fairness and respect for all our volunteers acting on projects being undertaken under the auspices of the Society.
- not to unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation.
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

The Society commits to:

- Encouraging equality, diversity and inclusion in the workplace as they are good practice and make business sense.
- Creating a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all volunteers are recognised and valued.

This commitment includes (where applicable) training 'leads' and all other volunteers about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include volunteers conducting themselves to help the Society provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All volunteers should understand they, as well as the Otford Society, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow volunteers, customers, suppliers and the public.

- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow volunteers, customers, suppliers, visitors, the public and any others in the course of the Society's activities.

Further, sexual harassment may amount to a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

- Review employment and volunteer practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- Monitor the make-up of the volunteer groups regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

The equality, diversity and inclusion policy is fully supported by the Trustees of the Society.

Any grievance felt by a volunteer acting on the Society's behalf, should be raised with the Society Chairman.

Use of the Society's grievance procedure does not affect any volunteer rights in law.