



Equality & Diversity Policy
June 2023

Contents

- 1. Policy Statement 3**
- 2. Procedures 4**
- 2.1 Employment Practices 4**
- 2.2 Training and Development..... 5**
- 2.3 Harassment..... 5**
- 2.4 Monitoring 5**
- 2.5 Complaints..... 5**

1. Policy Statement

Hogarth Charitable Trust is committed to equality and diversity. The services Hogarth Charitable Trust provide is open to all regardless of age, colour, disability, ethnic origin, sex, gender reassignment, HIV status, marriage and civil partnership, nationality or national origins, race, religion or beliefs, responsibility for dependents, sexual orientation, pregnancy and maternity. We will not tolerate attitudes and behaviour that amount to discrimination on these grounds.

Equality and diversity is about accepting people's differences and creating an environment in which all can thrive and contribute. Hogarth Charitable Trust is committed to ensuring that all feel valued, that the skills and talents of individuals are recognised and fully utilised and that the environment in the club is productive and rewarding. Hogarth Charitable Trust is an organisation where there is respect for difference in culture and experience. All leaders will be made aware of the contents of this policy as part of the induction process.

Hogarth Charitable Trust will be active in making sure all its policies and procedures are fair and no member is disadvantaged when participating in the club activities it provides. The Youth Officer has overall responsibility for equality in Hogarth Charitable Trust, including monitoring. He will be responsible for reviewing and updating this policy either every three years OR in line with changes to legislation, whichever is shorter.

Hogarth Charitable Trust is also aware of how people can be subject to harassment on a wide variety of grounds and take many forms. Harassment is a physical, verbal or non-verbal action which is unwelcome, unwanted and offensive to the recipient and has the effect of violating their dignity and creating an intimidating, hostile, degrading, humiliating or offensive atmosphere for that person. This can include embarrassing or offensive jokes, unwelcome physical contact or sexual advances, the expression of racist, homophobic, etc views, lewd comments and innuendo, sending offensive text messages.

Hogarth Charitable Trust is responsible for implementing this policy and upholding its principles in everything it does. In addition to its moral responsibility Hogarth Charitable Trust recognises its obligation under the Sex Discrimination Act 1975, the Race Relations Act 1976 as amended, the Equal Pay Act 1984 and the Disability Discrimination Act 1995.

Hogarth Charitable Trust is committed to take positive action to eliminate discrimination and to redress past imbalances in order to provide genuine equality of opportunity. Also the organisation recognises that services need to be delivered by a workforce that reflects the diversity of the community and it is necessary therefore for these groups to be represented at all levels and within all types of work.

2. Procedures

Hogarth Charitable Trust will make sure that:

- We promote respect for other people and treat everyone fairly
- Young people and adults/staff are able to meet together in a positive and accepting environment where they are safe from harm, abuse, harassment and intimidation
- Young people and adults recognise and challenge prejudice and discrimination
- Everyone has an equal opportunity to be considered as a volunteer leader
- All leaders will have equal access to training opportunities
- All young people will have equal access to club activities and training opportunities
- The policy is applied when recruiting volunteers
- We monitor what we do to meet any legal requirements and so that this policy is implemented properly and understood by all
- We take incidents, including those of harassment and bullying, seriously
- Any issues of inequality, harassment or discrimination should be reported to the manager, who will enable the parties involved to give their version of events before considering further action.
- The manager will respond quickly and impartially to such issues after consulting with the trustees.

The procedures laid out in this policy are with regard to legislation defined by the Sex Discrimination Act 1975 (amendments 1986 & Gender Reassignment Regs 1999); the Race Relations Act 1976 and the Amendment Act 2000; the Equal Pay Acts 1970 (amended 1974 & 1983) & 1975; the Disability Discrimination Act 1995; the Employment Protection Act 1978 the Employment Rights Act 1996, Employment Relations Act 1999, Employment Act 2002, Employment Equality (Religion, Belief, Sexual Orientation) Regulations 2003 (Age) 2006; Disability Equality Duty 2006; Equality Act 2006; Gender Equality Duty 2007; Trade Union and Labour Relations Act 1992; Asylum and Immigration Act 1996 and 1999; Human Rights Act 1998; Protection from Harassment Act 1997, the Equalities Act 2010.

2.1 Employment Practices

Hogarth Charitable Trust will actively promote equal opportunity through the application of employment policies which will ensure that individuals receive fair treatment that is in consistent with their relevant aptitudes, potential, skills and abilities.

Hogarth Charitable Trust will ensure that individuals are recruited, selected, promoted and treated on objective criteria, having regard to relevant experience, potential, skills and abilities.

2.2 Training and Development

Hogarth Charitable Trust will provide positive action programmes to promote training for those discriminated against groups to assist them to enter areas of employment where they are under-represented.

All staff and volunteers should undergo Equality, Diversity and Inclusion training at Level 2 as soon as possible after appointment with a refresher every three years. The Designated Safeguarding Lead and Deputy should take an active interest in EDI issues and take part in additional training where appropriate.

2.3 Harassment

Hogarth Charitable Trust will not condone any harassment of any employee by another employee. Special procedures have been drawn up to deal with complaints of harassment.

2.4 Monitoring

Hogarth Charitable Trust is committed to an efficient and confidential monitoring system to ensure effective implementation of the Policy. With due respect to GDPR we will monitor the diversity of our workforce and our service users and be pro-active in making sure that our service users reflect our local community. At the same time, we will keep a separate and detailed register of discriminatory incidents. The Youth Officer will be responsible for this and for reporting to the trustees on a regular basis.

2.5 Complaints

Staff will be made familiar with Hogarth Charitable Trust's grievance policy and supported by a trustee or senior member of staff if they feel that they or others have been discriminated against at work.

If a parent or child feels that they have been discriminated against by a member of staff or in the course of our work, they should be encouraged to report to the Youth Officer Denny Anthony, for dealing with allegations within the organisation immediately, or to the Deputy Naomi Alleyne.

In the case where an allegation is made against Denny Anthony, this should be reported to the Chair of Trustees Fred Lucas or in his absence another Trustee. Trustees should be made aware of their responsibilities in dealing with allegations and incidences of discrimination.