



# Equal Opportunities, Diversity and Inclusivity Policy

## Introduction

This policy sets out Bell House's approach to equal opportunities, diversity, inclusivity, and the avoidance of unfair or unlawful discrimination. The Bell House Trustees and management committee have overall responsibility for the operation of this policy, and we ask all volunteers and staff to do everything they can to help ensure the policy works in practice.

As an educational charity, Bell House has a responsibility to offer everyone equal access to its facilities.

This policy applies to all Trustees, volunteers, staff, management committee members, users and everyone who accesses Bell House and its facilities. Bell House will treat all people with dignity and respect, promote equality of opportunity and encourage inclusivity.

## Policy and Practice

This policy covers the behaviour of all people employed or volunteering in Bell House or using its facilities, and sets out how they can expect to be treated by Bell House in return. It comprises the following practices to support equality of opportunity, diversity and inclusivity:

- Regularly evaluating and improving facilities to ensure that equality and diversity principles and practice meet the highest possible standards.
- Ensuring that Trustees, management committee, and volunteers are made aware of, understand, agree with, and are involved in the policy's implementation and

development. All volunteers and staff will be given a copy of this policy as part of their induction.

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- Working with all volunteers and staff to encourage and facilitate their personal development to support their contribution to the work of Bell House;
- Encouraging Trustees, staff, management committee and volunteers to participate in equality, diversity and inclusivity training;
- Creating a working environment free of bullying, harassment, victimisation and unlawful and unfair discrimination, in which individual differences and contributions are recognised and valued;
- Taking seriously any complaints of bullying, harassment, victimisation and unlawful/unfair discrimination reported or experienced by anyone involved in any capacity with Bell House;
- Reviewing policies and processes to ensure fairness, and updating these to take account of changes in legislation.

## **Complaints**

- Any complaint of bullying, harassment, victimisation or unlawful discrimination will first be heard by the management committee unless the complaint is against one of the committee members, in which case it will be heard by the Trustees;
- The complaint will be investigated, and opportunities provided for the complainant(s) to speak in a safe environment about their experience;
- The management committee or Trustees will decide on the action to be taken based on the principle of ensuring the continued inclusion and safety of any member who has experienced discrimination or harassment or unlawful discrimination.

## **Review**

- This policy comes into force on 1<sup>st</sup> May 2021 and reviewed in August 2023. Bell House commits itself to review the policy as and when changes in legislation or other factors make it necessary. Next review will be August 2025..