



Registered Charity No:1155139

# ATHULA DASSANA

## MULTI – CULTURAL BUDDHIST COMMUNITY CENTRE

## Equality and Diversity policy

### 1. Introduction

This policy applies to all staff, volunteers, management committee members, users and the general public.

The Board of Trustees of ADMCBCC is aware that it has a responsibility to ensure that all reasonable measures are taken to provide and maintain a working environment which is accessible and inclusive for all staff, volunteers, management committee members, service users and the general public.

ADMCBCC exists to help Children, young men, young women and adults to develop and fulfil their potential. To carry out its work ADMCBCC seeks to appoint effective and appropriate volunteer Leaders, and to involve other volunteers in a range of supporting roles. All ADMCBCC volunteers are required to behave in accordance with the Equality and Diversity policy.

The overriding consideration in making volunteer appointments in ADMCBCC shall be the safety and security of young people, and their continued development in accordance with the Purpose and Values of ADMCBCC.

Accordingly, all those whom ADMCBCC accepts as volunteers must be 'fit and proper' persons to undertake the duties of the particular position to which they have been appointed.

Within the constraints imposed by they need to ensure:

- the safety and security of young people
- the continued development of young people
- equal opportunities for all.

### 2. Definitions

For the purpose of this document the following definitions will apply:

- 2.1 Committee Member – a person noted as holding an executive position, or as a member of the ADMCBCC committee
- 2.2 Staff – a person who is employed by ADMCBCC
- 2.3 Volunteer – a person noted as offering volunteer hours towards the aims and objectives of ADMCBCC's activities



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2.3 Member/Service User – participants in activities arranged and conducted by ADMCBCC

### 3. Summary of Principles

3.1 ADMCBCC is committed to being an equal opportunities organization that ensures equality of opportunity and fair treatment both as an organization and as a provider of services.

3.2 ADMCBCC will:

- a. Ensure that all policies and procedures reflect their commitment to equal opportunities
- b. Respond constructively to its responsibilities within a charitable/voluntary sector legal framework;
- c. Integrate equal opportunities into its planning process;
- d. Create an ethos of fairness, courtesy and respect that embraces all members of ADMCBCC visitors, service users and the communities which ADMCBCC serves;
- e. Encourage the committee and any relevant sub-committees within ADMCBCC to review their composition and to consider how they represent and address issues of diversity within the organization
- f. Create an environment which is safe, accessible, caring and welcoming;
- g. Work constructively with appropriately recognized organizations, to ensure the effective implementation of this policy;
- h. Ensure that all members are treated fairly in respect of the nature of the ADMCBCC objectives, regardless of their:
  - i. Race
  - ii. Colour
  - iii. Nationality
  - iv. Ethnic or national origins
  - v. Sex
  - vi. Gender
  - vii. Marital status
  - viii. Family responsibilities
  - ix. Abilities
  - x. Physical and mental health (including past history)
  - xi. Age
  - xii. Sexuality
  - xiii. Political or religious beliefs
  - xiv. Socio-economic group
  - xv. Trade union activity
  - xvi. Being an ex-offender<sup>1</sup>

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<sup>1</sup> Certain offences committed will exempt the offender from working with children, young people or vulnerable adults.



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- i. Ensure that all staff and volunteers are included on the basis of their abilities and the requirements of the task and are recruited in a non-discriminatory manner;
- j. Ensure fair treatment for:
  - i. All members and service users;
  - ii. Everyone who is entitled to use any of ADMCBCC's services and facilities;
- k. Develop opportunities in and approaches to, services that take into account patterns of under-representation with a view to encouraging, where possible, greater diversity within ADMCBCC 's activities;
- l. Monitor and review regularly the operation of this policy.

#### 4. Application of the Equal Opportunities Principles to all Members

##### 4.1 Policy Operation

- In choosing the media and wording to be used in advertising and literature, ADMCBCC > will be informed by the outcomes of its equal opportunities monitoring
- ADMCBCC will respond constructively to requests from service users with disabilities and additional needs
- No service user should be unfairly treated on the grounds listed in section 3 (summary of principles), or on any other unreasonable grounds
- ADMCBCC will :
  - a. Monitor and keep under review its application procedures and make every reasonable effort to ensure that these reflect best practice;
  - b. Identify and address any barriers in the application process;
  - c. Monitor and keep under review local customs and practices;
  - d. Ensure fairness in the terms and conditions on which services are offered

##### 4.2 Organisational Culture

- ADMCBCC will make reasonable efforts to provide an environment where the ethos, standards and practices are conducive to the well being of all staff, volunteers, members and service users

#### 5. Application of the Equal Opportunities Principles to Service Users

##### 5.1 Admissions

- No person will be treated less favorably on those grounds listed in section 3 (summary of principles), or any other unreasonable grounds
- ADMCBCC welcomes applications from people with disabilities or additional needs
- ADMCBCC will:
  - a. Develop marketing and promotion strategies based on a sound understanding of the diverse information needs of service users and the local community;
  - b. Ensure that publicity material, events and information services are relevant and accessible to all applicants;





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- c. Ensure that publicity material, events and information services communicate effectively ADMCBCC commitment to equal opportunities
- d. Pay particular attention to language, wording, images, content and format

### 6. Ethos

- 6.1 ADMCBCC welcomes and values diversity in its staff, volunteers, members and service users
- 6.2 All members are expected to work in ways that promote equal opportunities
- 6.3 ADMCBCC seeks to create an atmosphere that is tolerant and respectful of differences and encourages all members of <GROUP NAME> to explore and value diversity
- 6.4 A commitment to equal opportunities is expected of all members of ADMCBCC

The following legislation and regulations provide the legal framework for Equal Opportunities policy and practice:

#### **Relevant Government Legislation - Equality Act 2010**

The policy and principles described in this document have been approved by ADMCBCC > with effect from **01/08/2018**.

All members of ADMCBCC have a personal responsibility to comply both with current legislation and with ADMCBCC's Equal Opportunities Policy.

Updated: August 2018