

Equality Diversity & Inclusion Policy

No Limits Norfolk is committed to encouraging equality, diversity and inclusion among our volunteers, and eliminating unlawful discrimination. The aim is for our organisation to be truly representative of all sections of society and our community, and for each volunteer to feel respected and able to give their best. No Limits Norfolk is also committed against unlawful discrimination of customers or the public and to anyone in our community.

Our policy's purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our members, families and volunteers, whether temporary, part-time or full-time.

2. Not 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
- sexual orientation

3. Oppose and avoid all forms of unlawful discrimination. This includes in:

- Terms and conditions of volunteering
- Responsibilities and entitlements.
- Dealing with grievances and discipline
- Dismissal
- Leave for parents
- Requests for flexible working
- Selection for future employment, promotion, training or other developmental opportunities

Our commitments

The organisation commits to:

1. Encourage equality, diversity and inclusion throughout our community and within all classes and events, as they are good practice and make business sense
2. Create 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 training managers and all other volunteers about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities within our community, and prevent bullying, harassment, victimisation and unlawful discrimination.

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

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow volunteers, members, contractors, visitors, families, parents and carers, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the No Limits Norfolk disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and 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.

4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of No Limits Norfolk
5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

7. Monitor the make-up of the workforce 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.

Agreement to follow this policy

The equality, diversity and inclusion policy is created by Lauren Rackham - Director and copies have been delivered to all volunteers, and have opportunities to address any concerns or corrections. Our policy is available at each class for who ever wants to read in our community.

Our disciplinary and grievance procedures

Please turn to page 14 for our disciplinary and dismal procedure.