

# HANNA'S FIELD CHARITY

Registered Charity No 286877

## HANNA'S FIELD CHARITY EQUAL OPPORTUNITIES POLICY

### 1) Statement of Intent

The Charity opposes all forms of unlawful and unfair discrimination. The purpose of this policy is to ensure all those living in the Parish of East Hanningfield (and qualifying as beneficiaries of the Charity as defined by the Charity's Trust Deed), will receive equal opportunities in the use of/ access to the Charity's facilities, and in the management of the Charity's affairs. The policy applies to all beneficiaries irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, marital status or social class, and subject only to the requirement of the Charity's Trust Deed that Trustees of the Charity must be over 18 years of age.

This equal opportunity policy also applies to Charity employees or persons seeking employment with the Charity. Irrespective of the terms of their employment, employees will be treated fairly and equally irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, marital status or social class.

### 2) Policy

#### Policy towards Users of Hanna's Field Charity Facilities

- Beneficiaries of the Charity will have equal rights of access to, and use of the facilities provided by the Charity.
- The Charity will act at all times without prejudice, favour, or discrimination in deciding on requests for use and hire of the facilities.
- Physical constraints on access for the disabled will as far as the Charity is able, be removed or mitigated.

#### Policy towards Employees of Hanna's Field Charity

- Employees will receive equal opportunities in both their selection, and conditions of their employment and remuneration
- Intimidation, bullying, prejudice or harassment against any employee will not be tolerated.

#### Policy towards Suppliers of Goods and Services to Hanna's Field Charity

- In considering tenders for the supply of goods and services the Charity will make its decision purely on the basis of economic, specification, performance, and timescale considerations.
- Contracts for goods and services will not impose prejudicial or discriminatory conditions on suppliers.

#### Policy towards Tenants of Hanna's Field Charity

- Applicants applying to lease any part of the Charity's premises will be treated fairly and without prejudice, favour, or discrimination.
- Terms of the lease will not impose unfair or discriminatory practices on tenants.

#### Policy in Election of Trustees and Officers of Hanna's Field Charity

- The election of Trustees will be open and conducted without prejudice, favour, or discrimination.

- The election of the Officers of the Charity will be open and conducted without prejudice, favour, or discrimination.

### **3) Charity Trustee's Commitment towards the Policy**

- This policy is fully supported by the Charity Trustees (the Management Committee).
- The Trustees will take seriously any breaches of this policy.
- The Charity will carry out an annual audit of the physical access requirements for its facilities.
- The Charity will regularly review its Equal Opportunities Policy to ensure its application is in line with current legal requirements.

### **4) Dispute Procedure**

Any person or group claiming a breach of this Equal Opportunities Policy must supply the details in writing to the Secretary of the Charity, who will place the matter on the agenda for the next meeting of the Trustees (the Management Committee).

The person or group making the claim of discrimination will be advised of the date and time of the meeting and will be invited to attend, and may speak in support of the claim if they wish.

The Management Committee will listen to all the evidence presented and decide by a majority vote whether a breach of the policy has occurred, providing reasons if the claim is not upheld.

In the event the claim is upheld, the Charity will correct the matter as soon as possible. It will monitor the status of the corrective action at each Management Committee meeting until the problem is resolved. The person or group making the claim will be notified as soon as the action is cleared.

In the event the claim is dismissed and the claimant wishes to appeal, the matter will be referred by the Charity to the Charity's Custodian Trustees (East Hanningfield Parish Council) for a decision. The decision of the Parish Council will be final.

### **5) Legal References**

The policy will be implemented within the framework of the relevant legislation, which includes:

- Equal Pay Act 1970
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975
- Gender Reassignment Regulations 1999
- Race Relations (Amendment) Act 2000
- Disability Discrimination Act 1995
- The Protection from Harassment Act 1997

Where there is any conflict between the above references and the Charity's Child Protection Policy (which complies with the Children Act 1989 and Protection of Children Act 1999), the Child Protection policy shall have precedence.

Signed for and on behalf of Hanna's Field Charity on 15<sup>th</sup>. February 2006

Chairman:

Treasurer:

Colin Warren

Mike Plumridge