



## **CLARENCE HALL EQUALITY & DIVERSITY POLICY**

**Last updated January 2023**

### **POLICY STATEMENT**

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The Clarence Hall Management Board (Management Board) is the management body for The Clarence Hall, Crickhowell, which is a registered charity (1187701) and a company limited by guarantee (11971202).

The Management Board recognises that everyone has a contribution to make to society and a right to equal treatment. We have a responsibility to encourage a supportive and inclusive culture amongst the Clarence Hall's community by creating a positive place where everyone can enjoy an environment which is safe, enjoyable and respectful.

In line with the Equality Act 2010, this policy reinforces our commitment to providing equality and fairness to all and to avoid the provision of less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, sex or sexual orientation. We are opposed to all forms of unlawful and unfair discrimination.

We seek to promote diversity and inclusion and to respond to the needs of all individuals in a fair and equitable manner, whilst observing our commitment and responsibility to all relevant legislation, regulation and guidance in relation to equality, particularly the Equality Act 2010 and all subsequent additions and amendments that specifically apply in Wales.

### **AIMS**

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In all its activities, the Management Board will aim to ensure that no employee, committee member, volunteer, organisation, contractor or individual that uses the Hall facilities, will be discriminated against by the Management Board as a whole, or by individual members, or those acting on our behalf. All employees, hirers, users and volunteers will be given equal opportunity and will be treated fairly and with respect. These commitments apply equally to the tenants of Clarence Hall House.

We will aim to ensure that our organisation is representative of all sections of society, while recognising the terms of the Hall's Constitution. When we select candidates for the Management Board or other key volunteer positions, it will be on the basis of their aptitude and ability. It is the policy of the Management Board that no person receives less favourable consideration than others.

We are committed to:

- Creating an environment in which individual differences and the contributions of everyone are recognised and valued.
- Creating an environment that promotes dignity and respect for everyone.
- Ensuring that all our services are provided in a way which promotes awareness of the rights and the needs of people from minority groups and enables all people to have access to those services.
- Ensuring that all Management Board terms and conditions of employment and volunteering reflect a range of needs and interests which encompass people who may be otherwise disadvantaged.
- Not tolerating any form of discrimination, intimidation, bullying, or harassment, and to avoid hiring the facility to those that breach this policy.
- Making training available to all trustees and key volunteers where appropriate and encouraging the development of their unique talents so that their full potential is realised.
- Promoting an inclusive culture for all our community and the people that we serve.
- Encouraging anyone who feels they have been subject to discrimination to raise their concerns so we can apply corrective measures.
- Encouraging everyone to be treated with dignity and respect.

The Management Board will take positive action to ensure that our services to, and contacts with, other groups and individuals reflect this Equality and Diversity Policy, by:

- Consulting with the Community Committee and other groups and individuals with special requirements to identify how the Hall's services may be improved to meet their needs.
- Ensuring that all individuals who represent the Management Board are aware of, understand and operate this policy.
- Regularly reviewing all our practices and procedures so that fairness is maintained at all times.

### **THE MANAGEMENT BOARD'S RESPONSIBILITIES**

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The Management Board:

- Is responsible for the implementation and monitoring of this Equality and Diversity Policy.
- Will ensure that all individuals within the organisation, whether paid or unpaid, clearly understand and practise the principles contained within this policy. This will be achieved by providing appropriate training to all new members of the organisation.
- Will not victimise anyone who has provided information about discrimination.

## **THE COMMUNITY'S RESPONSIBILITIES**

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All employees, hirers, volunteers, contractors and Clarence Hall event attendees are required to assist us in meeting our commitments, to ensure equality, diversity and inclusion and avoid unlawful discrimination. Specifically, this means that users:

- Will be required to co-operate with measures introduced by the Management Board to ensure and promote equal opportunities.
- Will neither practice any form of discrimination nor use discriminatory language.
- Will draw to the attention of the Management Board any suspected acts of discrimination.
- Will not victimise anyone who has provided information about discrimination.

We consider acts of discrimination, harassment, bullying or victimisation as unacceptable behaviour and hirers supporting this behaviour will result in the hall not be available to hire to those persons in the future.

## **GRIEVANCES**

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Individuals who consider that they may have been unlawfully discriminated against, should raise the issue with the Chairperson of the Management Board. The relevant contact details can be found in the foyer of the Hall and on its website - <https://www.clarencehallcrickhowell.org.uk>.

Should a situation arise where the grievance is against the Chairperson of the Management Board, individuals should raise the matter with any other member of the Management Board who will assume full responsibility for dealing with the grievance.

The Management Board will take complaints of discrimination and harassment very seriously. They will investigate them thoroughly and provide opportunities for the person making the complaint to speak in a safe environment about their experience.

If the complaint is against a particular individual, this person will have the opportunity to express their point of view.

The Management Board will decide the action to take based on the principle of ensuring the continued inclusion and safety of any individual who has experienced discrimination or harassment.

Complainants who remain dissatisfied at this stage will be informed that they have the opportunity to make a formal complaint via the Hall's Complaints Policy, which is available on the Hall's website at the above link.

Date of last update and approval by Management Board: January 2023

Date of next review: January 2024

Responsible officer: Dean Christy