



Equal Opportunities, Inclusion and Diversity Policy

Statement

We aim to create a safe and welcoming atmosphere for everyone. We are committed to treating all people equally and with respect irrespective of age, gender, sexual orientation, race, religion or belief, physical impairment, learning ability, occupation, income, wealth, and unrelated criminal conviction. We want to challenge all forms of oppression and we aim to design our activities, services and decision making processes to encourage and support participation from people who face disadvantage in society.

Definitions

Discrimination is when a person is prevented from taking part in something based on a particular characteristic they have. For example, if a gay person was made unwelcome at group activities because of their sexual orientation, this would be discrimination.

Harassment is when someone behaves in a way which makes someone else feel distressed, humiliated or threatened. Some people may be more likely to experience harassment than others - for example, teasing someone because of their disability, or making racist or sexist remarks, would be harassment. Harassment based on disability, race, religion, transgender identity, or sexual orientation is considered by the law to be hate crime, and can be reported to the police."

Policy

This document has been prepared to set out the Napoleonic and Revolutionary War Grave Charity's (hereafter referred to as NRWGC) commitment and as a statement of its intent. The Policy will be reviewed annually to ensure effective implementation.

NRWGC is an Equal Opportunities Organisation. It is committed to the development of policies to provide for equality of opportunity in all aspects of its work. We will work to ensure that all our services are provided in a way that promotes awareness of the rights and needs of people from minority groups and enables all people to access them (should we expand this to include examples of accessibility policies etc?).

NRWGC will take whatever steps are necessary including, if appropriate, use of the disciplinary mechanisms laid out in the code of conduct, to enforce the Policy. In addition, anyone connected to our organisation, including but not limited to, helpers, staff members, volunteers, contractors, trustees, and attendees at events who considers that he/she is suffering from unequal treatment on any grounds may use this policy to bring it to the committee's attention for action.

The Board of Trustees will bring to the attention of all members, staff and volunteers the provisions of the policy and will ensure the effective implementation of the Policy.

The Board of Trustees shall have responsibility for the operation of the Policy. However, all staff, volunteers and members have a duty to do everything they can to ensure that the Policy operates in practice.

Code of Conduct

- People will be treated with dignity and respect regardless of age, gender, sexual orientation, race, religion or belief, physical impairment, learning ability, occupation, income, wealth, and unrelated criminal conviction.



- At all times people's feelings will be valued and respected. Language or humour that people find offensive will not be used, e.g. sexist or racist jokes or terminology that is deemed derogatory.
- No one will be harassed, abused, excluded or intimidated on the grounds of their age, gender, sexual orientation, race, religion or belief, physical impairment, learning ability, occupation, income, wealth, or unrelated criminal conviction.
- Foul, insulting, abusive, derogatory, homophobic, misogynistic or racist remarks will not be tolerated from anyone associated with the organisation and behaviour of this type may lead to expulsion from the organisation. Incidents of harassment will be taken seriously.
- Complaints or concerns regarding breaches of this policy should be made in writing to the Chair of the Board of Trustees. In the event that someone wishes to complain about the conduct of the Chair of the Board of Trustees, they should contact the charity's Treasurer. You will receive an acknowledgement from the charity within 10 working days of the complaint being received.
- If the matter cannot be resolved by way of an acceptable apology and an undertaking that the offence will not be repeated, the following action will be taken:
- The person in question will be requested to attend a meeting of the full Board of Trustees to explain their actions
- In the case of a helper/volunteer, action may be taken as appropriate and if deemed necessary their involvement with the organisation may cease.
- In a case involving a member of the organisation, membership to the organisation may be withdrawn.
- Any directly involved person has the right to appeal against a decision made by the management committee who will consider that appeal before a decision is made and that decision will be final.

Further information about Equal Opportunities can be found by visiting www.equalityhumanrights.com, the website for the Equality and Human Rights Commission – Equality Commission, Equality Act.