

# WYLAM INSTITUTE COMMUNITY ASSOCIATION

## EQUALITY, DIVERSITY AND INCLUSION POLICY

### 1. Purpose

The Trustees of Wylam Institute Community Association ('the Institute') recognise that everyone has a contribution to make to our society and a right to equal opportunity, freedom, respect and access to our facilities. We value equality, diversity and inclusion and will promote engagement with and use of the Institute by all members of our community.

The purpose of this policy is to provide a framework for expectations in relation to equality, diversity and inclusion at the Institute in line with the Equality Act 2010. We recognise that individuals from different backgrounds and experiences can bring valuable insights to the Institute as a Trustee, hirer, employee, volunteer or visitor.

### 2. Policy principles

2.1 No Trustee, hirer, employee, volunteer or visitor will be discriminated against (directly or indirectly) on the grounds of the nine protected characteristics under the Equality Act 2010:

- marital or civil partner status
- race
- disability
- pregnancy or maternity
- sex
- sexual orientation
- gender reassignment
- religion or belief
- age.

2.2 The Institute, its Trustees and employees will act responsibly, provide equality of opportunity, and value diversity to create an inclusive environment for all.

2.3 Individuals will be treated fairly, with dignity and respect. Discrimination, bullying, harassment or victimisation will not be tolerated.

2.4 We will discuss ways to make reasonable adjustments or adaptations to remove barriers to our facilities.

### 3. Procedures

3.1 The Institute will ensure that our facilities are accessible and meet the diverse needs of the community to enable equality of opportunity and remove barriers. We will consult and involve the community to improve our facilities and services.

3.2 Recruitment processes for Trustee, employee and volunteer appointments will be accessible with an aim to reduce bias throughout.

- 3.3 The Institute will offer opportunities for learning to provide an awareness of equality, diversity and inclusion.
- 3.4 Where reasonable, adjustments and adaptations will be made for Trustees, volunteers and employees with disabilities, neurodivergences and long-term health conditions. This also applies to applicants being interviewed for Institute positions.
- 3.5 Any incident where the principles of this policy are not being followed should be brought to the attention of the Chair of Trustees or another Trustee.
- 3.6 The Trustee to whom the incident was reported will investigate the issue, support or signpost support for the individual raising the incident and ensure that the matter is dealt with promptly and effectively.
- 3.7 Where the investigation finds evidence to indicate that the policy has been breached, this may lead to:
  - employees: disciplinary action up to and including dismissal, or further training requirements
  - Trustees and volunteers: expulsion, removal from officer role or further training requirements
  - hirers, customers and visitors: relevant action being taken.
- 3.8 Victims and individuals raising issues will be supported throughout the process.

This policy will be reviewed every 3 years.

Approval date: 7 January 2026