

Timperley DofE Award Centre Equal Opportunities and Diversity Policy

1. Introduction

- 1.1. The Timperley DofE Award Centre is committed to promoting equality, diversity, and inclusion within our organisation and in the communities we serve. This Equal Opportunities and Diversity Policy reflects our dedication to creating an environment where everyone has the opportunity to succeed and where diversity is valued and respected.

2. Scope

- 2.1. This policy applies to all trustees, employees, volunteers, participants, and contractors associated with the Timperley DofE Award Centre.

3. Policy Statement

- 3.1. The Timperley DofE Award Centre is committed to:
 - Providing equal opportunities without regard to race, colour, nationality, ethnic or national origin, religion or belief, disability, sex, sexual orientation, gender reassignment, marital status, or age.
 - Opposing and avoiding all forms of unlawful discrimination.
 - Encouraging equality and diversity as part of our culture, policies, procedures and practices.

4. Objectives

- 4.1. To create an inclusive environment where diversity is celebrated and everyone is treated fairly and with respect.
- 4.2. To ensure that our employment practices and processes are inclusive and promote equality.
- 4.3. To provide services that are accessible, accommodating, and responsive to the needs of diverse communities as far as practicable.

5. Responsibilities

- 5.1. **Management:** Ensure the implementation and regular review of this policy, promote equality and diversity principles, and handle breaches seriously.
- 5.2. **Employees and Volunteers:** Uphold and promote the principles of equality and diversity, and refrain from actions that could be perceived as discriminatory.
- 5.3. **Participants and Contractors:** Respect the diversity of others and adhere to the policy standards set by the Centre.

6. Recruitment and Employment

- 6.1. Recruitment, promotion, and employment decisions will be based solely on objective criteria and the qualifications and abilities needed for the job.
- 6.2. All job applicants and employees will receive equal treatment regardless of any protected characteristic.

7. Training and Development

- 7.1. Regular training on equality and diversity will be provided to ensure staff and volunteers understand their responsibilities.
- 7.2. Development opportunities will be made equally accessible to all staff to help them progress within the organization.

8. Dealing with Complaints

- 8.1. Any allegations of discriminatory behavior or practices will be treated seriously and investigated promptly.
- 8.2. Employees, volunteers, or participants who feel they have been treated in a discriminatory way should raise their concerns through the designated channels.
- 8.3. Complaints will follow the Complaints policy process.

9. Monitoring and Review

- 9.1. This policy will be monitored regularly to ensure its effectiveness.

- 9.2. Regular feedback will be sought from staff and volunteers, and policy reviews will be conducted annually to reflect any changes in the law or best practices.

10. Contact Information

- 10.1. For any inquiries regarding data protection, please contact:

- Equity & Diversity Officer: Caroline Royle
- Email: caroline.royle@dofetimperley.org.uk

- Centre Manager: Emma Deighton-Brown
- Email: emma.db@dofetimperley.org.uk

11. Effective Date

- 11.1. This policy is effective as of 1st March 2025.

The **Timperley DofE Award Centre Equal Opportunities and Diversity Policy** has been approved by Trustees of the Centre.