



*Limes Farm Community Group & Limes Farm Colts*

---

## **EQUAL OPPORTUNITIES POLICY**

### **Statement of Intent**

LFCG & LFC is committed to promoting policies of equal opportunity in all areas of its work and with all those who come into contact with LFCG & LFC and its employees and volunteers, including recruitment, employment, training, promotion, activities and service provisions. LFCG & LFC aims to ensure that there will be no discrimination on the grounds of: race, colour, nationality, ethnicity, sex, marital status, caring responsibility, sexual orientation, gender, age, physical/sensory/mental disability or mental health, political belief or religion, union membership, class, HIV positive, employment status, or unrelated conviction.

The responsibility for following these policies lies with all employees, and volunteers at LFCG & LFC, under the guidance of the committee members.

LFCG & LFC expects its committee members, potential members and participants of any activities to comply with this policy in their work and positions with LFCG & LFC and its volunteers.

### **Legislation**

LFCG & LFC recognises its obligations under the relevant legislation and all subsequent amendments.

This legislation makes it unlawful to discriminate in employment under the grounds of race, sex, and disability. LFCG & LFC goes further than this legislation, covering the additional areas as set out in its Statement of Values. Staff, Committee Members and volunteers are expected to follow this policy in all their dealings with colleagues, service users and any other related contacts.

### **Implementation**

This policy will be demonstrated as follows:

- Adherence to the policy throughout the whole recruitment process.
- Respect for individual religious and cultural obligations of employees and volunteers, eg sympathetic consideration to annual leave at times of religious or cultural significance.
- Encourage organisations to which volunteers are referred to have their own Equal Opportunities policy.
- Ensure the Treatment of Volunteer Policy adheres to these guidelines.
- Provide active support to organisations that are striving to meet the LFCG & LFC required criteria for membership/registration, and those who are seeking to improve their practices in relation to equal opportunities.
- Guidance will be provided to staff on how to comply with this policy, and where applicable, to Board members.
- Continually review the work of LFCG & LFC to ensure that it is in line with this policy.
- Review this policy on an annual basis.

## **Service Provision**

LFCG & LFC wants to enable all groups and sections of the local community to access the services provided, and where necessary, will positively encourage and assist under-represented/ excluded groups to use its services. It will do so by:

- developing ways of encouraging these groups to contribute to LFCG & LFC policy-making and provide feedback on progress;
- when planning and developing services, ensuring it considers the needs of under-represented groups;
- providing opportunities to encourage involvement by those who would not normally use VAEF's services;
- consulting and listening to the groups to find out their needs;
- monitoring the LFCG & LFC work.

## **Access to Services**

LFCG & LFC wants to ensure that the services offered to groups, organisations and individuals are as accessible as possible. It will do so by:

- taking into account peoples' responsibilities eg childcare and dependants, and their differences eg religious or cultural needs, sexuality;
- creating a friendly and welcoming atmosphere for all disadvantaged groups;
- catering for special diets;
- endeavouring to provide access to transport for people who need it;
- choosing venues for events that do not exclude groups or individuals.

## **Governance**

All committee members will be expected to follow the guidelines set out in this policy. To ensure a diverse mix of committee membership, LFCG & LFC will monitor the composition of the committee and where appropriate, encourage under-represented groups to join.

## **Volunteer Recruitment and Management**

The principles of this policy cover all aspects of volunteer recruitment and management. Full details are set out in the separate policy on Volunteering.

## **Breach of this Policy**

Breaches of this policy will be taken very seriously by LFCG & LFC. Any member of staff or committee member failing to carry out any aspect of this policy may be subject to the Disciplinary Procedure. If members of staff or committee member feel they have been treated unfairly in relation to this policy, they should follow the Grievance Procedure.

Completed: November 2022

Updated: January 2023