



Version history	
Created	15 May 2019
Reviewed and confirmed by Directors	29 October 2019

## Transition Town Worthing CIC Equal Opportunities Policy

The aim of this policy is to communicate the commitment of the Transition Town Worthing CIC (TTW) Directors and project groups to taking positive steps to promote and sustain equal opportunities amongst its members<sup>[1]</sup> and in the services it provides and opportunities for volunteering that it creates.

It is our policy to provide equality of membership and opportunity to all, irrespective of:

- gender, including gender reassignment
- marital or civil partnership status
- having or not having dependents
- religious belief or political opinion
- race (including colour, nationality, ethnic or national origins, or travellers )
- disability (including physical or mental)
- sexual orientation
- age
- HIV status
- employment status
- unrelated criminal conviction

This is not a definitive list.

We are opposed to all forms of unlawful and unfair discrimination. All members of TTW will be treated fairly and will not be discriminated against on any of the above grounds. Decisions on joining, selection for office, training, volunteering or any other benefit will be made objectively, without unlawful discrimination, and based on aptitude and ability.

TTW recognises that there is a statutory duty to implement an equal opportunities policy. This policy applies to volunteers and members of the group(s) alike.

TTW is committed to the principles and practice of Equality, and we value the diversity of the local population. We recognise that the provision of equal opportunities in all our activities will benefit us. We want our services, facilities and resources to be accessible and useful to every citizen.

### Equality commitments

We are committed to:

- promoting equality of opportunity for all persons
- promoting a good and harmonious environment in which everyone is treated with respect and dignity and in which no form of intimidation or harassment is tolerated
- preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment or victimisation
- fulfilling all our legal obligations under equality legislation and associated codes of practice
- complying with our own equal opportunities policy and any associated policies
- taking lawful affirmative or positive action, where appropriate
- breaches of our equal opportunities policy will be regarded as misconduct and could lead to termination of membership

### Responsibilities and implementation

The Directors have specific responsibility for the effective implementation of this policy. We expect all members to abide by the policy and help to create the equality which is its objective. TTW expects that each person should be aware of their behaviour towards others. Each person should ensure that they do not behave in a way that could be regarded as harassment, discriminating or offensive.

In order to implement this policy we shall ensure that:

- directors and project leads are aware of their responsibilities to each other and volunteers in relation to equal opportunities and diversity
- there are arrangements in place to properly monitor this policy.
- the policy is publicly available for reference
- we identify areas where sections of the community are currently excluded from participating in our activities or using our services
- managing equal opportunities and diversity is internally driven, from a sense of commitment by the organisation and its employees wherever they are based
- we will incorporate equal opportunities notices into general communications where appropriate (e.g. announcements, annual report at annual general meeting, notices and newsletters). This policy will be referenced and reviewed at each annual general meeting
- we will develop our opportunities, activities and services to ensure that they are relevant and useful to the community we serve, with particular reference to the needs of under-represented groups. The views of those groups which experience discrimination will be actively encouraged.
- adequate resources are made available to fulfil the objectives of the policy.

### Monitoring and review

We will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. The effectiveness of the equal opportunities policy will be reviewed regularly (at least annually at the AGM) and action taken as necessary.

### Complaints

Anyone who believes that they have suffered any form of discrimination, harassment or victimisation is entitled to raise the matter with a Director. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

Every effort will be made to ensure that anyone who makes complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially.

This policy is fully supported by the directors, members and officers of TTW.

[1] Our definition of member is taken from our constitution, namely "Directors of the Community Interest Company (CiC), registered members of the CiC, members of the project groups and any interested party in the local community who supports the aims and values of TTW and expresses an interest in its activities. This can include, but is not limited to, those people connected to the TTW Facebook page or Twitter account, those registered to receive the TTW newsletter and those who attend TTW events."