



Equality, Diversity and Inclusion Policy

Version	2.0
Agreed by	Brockenhurst Village Trust Board
Date ratified	January 2024
Next review due	January 2025
Related documents	BVT Complaints Policy and Procedure BVT Disciplinary and Grievance Procedures for employees

1. Purpose of this policy and procedure

- 1.1. To ensure that all hirers, employees and volunteers are given equal opportunity and that our organisation is representative of all sections of society.
- 1.2. To provide information to Trustees, employees, volunteers, facility users, and visitors regarding their responsibilities in relation to Equality, Diversity and Inclusion also Violence against Women and Girls.

2. Application

- 2.1. This policy and procedure applies to all Trustees, Members, Staff, managers/leaders of user groups and volunteers who help with the running of the Facilities.

3. Policy statement

The Brockenhurst Village Trust Board of Directors;

- 3.1. Are committed to creating an environment in which everyone is treated fairly and with respect.
- 3.2. Will make all efforts to ensure the premises, facilities and activities are accessible and welcoming to all members of the Brockenhurst community.
- 3.3. Value diversity and actively encourage involvement and use of the facilities by all members of the community, recognising that everyone has a contribution to make.
- 3.4. State that violence, intimidation, misogyny, sexism and harassment of any kind towards women and girls is not acceptable in any form.

4. Principles

- 4.1. No member, employee, volunteer, organisation or individual to which we provide facilities will be discriminated against by us on the grounds of:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race
 - religion or belief
 - sex
 - sexual orientation
- 4.2. Discrimination, bullying, harassment, and victimisation have no place in the Operations or Facilities run by the Brockenhurst Village Trust.

5. Responsibilities

- 5.1. The Equality, Diversity and Inclusion Policy is the responsibility of the Trustees.
- 5.2. The Facilities Manager is responsible for ensuring staff, hirers, visitors and volunteers adhere to this policy.

6. Procedure

- 6.1. Ensure all volunteers, hirers, employees and visitors are treated fairly and with respect.
- 6.2. Actively promote an inclusive culture for all facility users and the wider community.
- 6.3. Ensure all staff and volunteers are made aware of their responsibility to follow the principles of this policy in their work for Brockenhurst Village Trust.
- 6.4. Ensure that Members and Users are familiar with this policy by publishing on the website, including it in the terms of hiring and making it available to any prospective user of the Facilities
- 6.5. Create an environment where individuals feel able to raise concerns
- 6.6 Any incidents of discrimination experienced or witnessed against any individual or group of individuals should be reported to the Facilities Manager or the Chair of Board of Trustees who will ensure the concerns raised are investigated promptly and fairly.
- 6.7. A copy of Violence against Women and Girls poster to be on public display at all BVT premises.

7. Consequences

- 7.1 Employees to be made aware that any incidence of discrimination, harassment or victimisation at work will result in Disciplinary Procedures. These procedures are detailed in the Staff Handbook.
- 7.2 Hirers or Users found to be in breach of this policy will have future bookings cancelled unless and until they are able to demonstrate compliance.
- 7.3 Any Trustee, Member or Volunteer found, after investigation, to be in breach of this policy may be asked to comply or resign.
- 7.4 Serious forms of Discrimination and Harassment can be unlawful and may result in consequences outside of the remit of this policy.

8. Useful information

8.1. Brockenhurst Village Trust website: www.brockenhurstvillage.org.uk

8.2. Brockenhurst Village Hub office contact details: phone 01590 622580

Email trust@brockenhurstvillage.org