



COTTENHAM COMMUNITY CENTRE

EQUAL OPPORTUNITIES POLICY

This policy should be read in conjunction with the Community Centre's Constitution which is available via our website.

Cottenham Community Centre is committed to this equal opportunities policy and its practice and will ensure that all trustees, volunteers, employees, facility hirers and service users, both actual and potential, are treated equally and as individuals regardless of age, disability, ethnic or national origin, gender, marital or parental status, political belief, race, religion or sexual orientation.

This equal opportunities policy will be implemented across all aspects of the organisation's work in:-

- the appointment of trustees and officers;
- the appointment of staff;
- all dealings with volunteers, members and members of the public.

It is everyone's responsibility to adhere to this policy; trustees, volunteers, members and others associated with the organisation. A copy is available via our website.

In implementing this policy Cottenham Community Centre will take account of existing legislation relating to equal opportunities.

1. COMMITTEE

Cottenham Community Centre will aim to ensure that the Committee of the organisation (comprising the trustees of the charity) is representative of the membership and that no trustee, or applicant to that position, receives less favourable treatment than another on grounds of age, disability, ethnic origin, marital or parental status, political belief, religion, race, gender or sexual orientation.

The Committee will be responsible for ensuring that this equal opportunities policy is properly implemented, monitored and reviewed. The Committee will also deal with any related complaints or allegations of discrimination.

2. VOLUNTEERS

Cottenham Community Centre will ensure that no volunteer receives less favourable treatment than another on grounds of age, disability, ethnic origin, marital or parental status, political belief, religion, race, gender or sexual orientation.



Volunteers working with the organisation will be informed of this equal opportunities policy and will receive training on equal opportunities issues as appropriate.

3. EMPLOYEES

Cottenham Community Centre is committed to following open recruitment and selection procedures and wherever possible all vacancies will be advertised and fair and equitable selection processes will be followed.

Cottenham Community Centre will ensure that no employee receives less favourable treatment than another on grounds of age, disability, ethnic origin, marital or parental status, political belief, religion, race, gender or sexual orientation.

Cottenham Community Centre will ensure that the changing and developing needs of employees are recognised and that appropriate adjustments are made to working conditions and/or suitable training is provided.

4. PUBLIC AND SERVICE USERS

Cottenham Community Centre aims to make its buildings and activities open and welcoming to as wide a range of the public as possible and in order to achieve this will take steps to remove barriers which prevent potential participants, members and users from having equal access to the organisation's activities. This will include:

- providing facilities for disabled people to enable them to participate fully in activities;
- ensuring that the design of publicity material takes account of the needs of disabled people in terms of print, format and information on access;
- encouraging and enabling people from under-represented groups to participate in activities.

Date Written: December 2009

Last reviewed: February 2016

Date for Review: December 2018

Version 3.0 Adopted at a trustees meeting held on 18th February 2016.

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Registered Charity Number: 1128604.