

**Parwich Memorial Hall Management Committee
Equal Opportunities Policy**

Parwich Memorial Hall Management Committee recognises that everyone has a contribution to make to our society and a right to equal treatment. We aim to ensure that no job applicant, committee member, volunteer, organisation or individual to whom we provide services, will be discriminated against by us on any unfair grounds whatsoever.

We aim to foster awareness of prejudices in all who work for and with the Memorial Hall Management Committee, and we aim to encourage the removal of such prejudices.

We also aim to ensure that committee members, volunteers and staff working with individuals and with organisations for which the Memorial Hall Management Committee provides services do not suffer discrimination, and where this occurs, the Memorial Hall Management Committee commits itself to taking positive action against such discrimination.

.Parwich Memorial Hall Management Committee is committed to:

- addressing positively opportunities for full participation within the organisation
- adopting an effective system to monitor its practice with regard to ensuring equality of opportunity
- promoting good practice with regard to equality of opportunity for organisations and individuals involved in the work of the Memorial Hall Management Committee.

In particular Parwich Memorial Hall Management Committee will:

- work to ensure that all its services are provided in a way which promotes awareness of the rights and needs of people from minority groups and enables all people to have access to those services
- work to ensure that all Memorial Hall Management Committee terms and conditions of employment (if and when there are any), contracts for services and volunteering, reflect a range of needs and interests which encompass people who may otherwise be disadvantaged.

The policy of the Memorial Hall Management Committee is to ensure that no person receives less favourable consideration than others in the selection and appointment of staff or in the recruitment of volunteers.

Recruitment and promotion practices

The Memorial Hall Management Committee will ensure equality of opportunity for all job applicants and Volunteers; *it will ensure that:*

- when and if application forms are needed they are continually reviewed to ensure structure and content are not open to discrimination

- when there is a need to recruit, the Management Committee will develop personnel specifications which recognise the importance only of relevant experience or qualifications
- acceptance of the Management Committee's Equal Opportunities Policy is a condition of employment.

Service provision

The Memorial Hall Management Committee will take positive action to ensure its services to, and contacts with, other groups and individuals reflect this Equal Opportunities Policy. *This will be effected by:*

- consulting with groups and individuals with special requirements to identify how the Management Committee's services may be improved to meet their needs
- ensuring that all individuals who represent the Management Committee are aware of, understand and operate this Equal Opportunities Policy.

Employer's responsibilities

The Memorial Hall Management Committee:

- is responsible for the implementation and monitoring of this Equal Opportunities Policy
- will ensure that all individuals within the Village Hall organisation, whether paid or unpaid, clearly understand and practise the principles contained in this Policy
- will not victimise anyone who has provided information about discrimination

It shall be the responsibility of the Management Committee to keep all Committee members fully up to date with developments or difficulties relating to the implementation of this Policy.

Employee's / Users responsibilities

Any future employees of the Memorial Hall Management Committee and all current and future users of its services:

- will be required to co-operate with measures introduced by the Committee to ensure and promote equal opportunities
- will neither practise any form of discrimination nor use discriminatory language
- will draw to the attention of the Committee any suspected acts of discrimination
- will not victimise anyone who has provided information about discrimination.

Review

This Equal Opportunities Policy will be reviewed by the Memorial Hall Management Committee annually at the first meeting after the Annual General Meeting.