

Yaxham Village Amenities Association (YVAA) is the registered charity running Yaxham Village Hall, Recreation ground and facilities

Charity registration number 275133

Equal Opportunities Policy

1. Introduction

- 1.1 Yaxham Village Amenities Association strives to be an equal opportunities organisation and welcomes diversity. We will not discriminate on the basis of race, colour, ethnicity, citizenship, gender, disability, sexual orientation or identity, health status, marital status, home responsibility, age, political or religious belief and reserve the right to add to these groups at any time.
- 1.2 Yaxham Village Amenities Association will seek to prevent unfavourable treatment, directly or indirectly, to any of these groups in its volunteer and employment practice, its governance structure, and its service delivery.
- 1.3 Yaxham Village Amenities Association will seek to achieve the broadest representation of the community in which it works, and society as a whole.
- 1.4 Yaxham Village Amenities Association welcomes and values the diversity within the community it serves and seeks to harness the multiplicity of cultures and experiences to enable us to continuously improve its range and quality of services.

2. Aim of Policy

- 2.1 To ensure that we, Yaxham Village Amenities Association, become aware of discrimination and the problems it causes. Yaxham Village Amenities Association is committed to the Equal Opportunities Policy set out below and will work to develop, improve and monitor it.
- 2.2 This Policy applies of all staff, Trustees and volunteers of Yaxham Village Amenities Association.

3. Characteristics that the Equality Act protects

- 3.1 **Protected Characteristics** - The protected characteristics as listed in the Equality Act 2010 are: sex, sexual orientation, marriage or civil partnership, gender reassignment, race, religion or belief, age, disability, pregnancy and maternity.
- 3.2 **Direct Discrimination** - This is when you treat someone less favourably than others because of a protected characteristic, whether or not the employee possesses that protected characteristic. For example, not employing someone because they are a carer of a disabled person.
- 3.3 **Indirect Discrimination** - This is when an employer has a policy, practice or procedure that applies to everyone but particularly disadvantages people who share a protected characteristic, and which cannot be justified in relation to the job.
- 3.4 **Detriment arising from disability** - This is when an employer treats an employee unfavourably because of something arising because of the employee's disability, and it cannot be justified in relation to the job. For example, dismissing someone because of their poor attendance record, when their absence is as a direct consequence of a disability. An employer would be

required to show that the dismissal was a proportionate means of achieving a legitimate aim.

- 3.5 **Duty to make reasonable adjustments** - Where an employer's provision, criterion or practice puts a disabled person at a substantial disadvantage in relation to others who are not disabled, the employer has a duty to take reasonable steps to avoid the disadvantage. This may include changes to the working environment, providing auxiliary aids and providing information.
- 3.6 **Harassment** - This is unwanted conduct related to a relevant protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive working environment. This includes protection against third-party harassment where the employer has failed to take reasonable practicable steps to prevent the harassment.
- 3.7 **Victimisation** - This is when a person is treated badly because they have made a complaint about discrimination or have given evidence in a discrimination case.
- 3.8 **Positive action** - Proportionate steps can be taken by an organisation to enable or encourage people who share a protected characteristic to overcome or minimise a disadvantage, to meet their needs or to participate. Examples include setting equality targets (but not quotas which are unlawful); encouraging people from particular groups to apply where they are under-represented; training for promotion or skill training for employees from under-represented groups who show potential.
- 3.9 **Occupational requirement** - If an employer can show that possessing a particular protected characteristic is a crucial requirement for a job and is a proportionate means of achieving a legitimate aim, then the employer will not be acting unlawfully to refuse to employ someone who does not possess that characteristic. The exception applies where being of a particular sex, race, disability, religion or belief, sexual orientation or age – or not being a transsexual person, married or a civil partner – is an occupational requirement.

4. Code of Practice

- 4.1 Yaxham Village Amenities Association acknowledges the definitions of various groups of people who are vulnerable to discrimination as set out in the Equality Act of 2010. Yaxham Village Amenities Association will support and implement the legislation and will work to ensure that no person protected by the legislation is discriminated against unlawfully and that any positive obligations and duties are performed.
- 4.2 Yaxham Village Amenities Association will:
 - Where reasonably practical, widen accessibility by removing barriers which make it difficult for people with disabilities to access the organization.
 - Ensure that the design of publicity and information take into account of the needs of people with disabilities e.g., language used, print size;
 - Deal with any complaints of discrimination promptly, impartially, thoroughly and confidentially.
 - Ensure all staff, volunteers, Trustees and service users are aware of the Equal Opportunities Policy.
 - Ensure that the Equal Opportunities Policy is monitored and reviewed regularly.
 - Endorse the right of every individual to his or her own religious beliefs or the absence of a belief.

- Encourage people from underrepresented groups to attend and participate in the activities of the organisation.

5. Code of Conduct

- 5.1 People will be treated with dignity and respect regardless of the group to which they belong
- 5.2 People's feelings and views will be valued and respected. Language or humour that people find offensive will not be used or tolerated e.g. racist jokes of derogatory terminology
- 5.3 No one will be harassed, abused or intimidated on the grounds that they belong to a vulnerable group. Incidents of harassment will be taken seriously, and the organisation will undertake investigations of any complaints quickly, impartially and confidentially.

6. Reporting

- 6.1 Any individual that feels that they have been discriminated against should follow the Grievance Procedure.

Policy Review

This policy will be reviewed every 36 months.

Date Policy Reviewed: 6 May 2026

Date of Next Review: 6 May 2029

Signed by the Trustees