

# **HAVANT U3A – EQUALITY, DIVERSITY & INCLUSION POLICY WITH MEMBER CODE OF CONDUCT.**

## **1 Introduction**

This document follows the precedent prepared by The Third Age Trust. The Charity Commission in England and Wales enquires as to the existence of this policy within the annual return questionnaire.

## **2 Policy**

### **2.1 Statement.**

Havant U3A is a Charitable Incorporated Organisation which enables members in their third age to share educational, creative and leisure activities. Havant U3A draws upon the knowledge, skills and experience of its membership to teach and learn from each other (peer to peer learning). Havant U3A recognises that some people are particularly likely to experience discrimination and harassment and is committed to making sure that it is as inclusive and welcoming as possible.

### **2.2 Aims of this policy.**

This policy has been drawn up to comply with the Equality Act 2010. The Act stipulates that organisations cannot treat someone unfairly on the basis of what it calls 'protected characteristics', which are:

- ethnic origin, nationality (or statelessness) or race
- age
- disability
- religion or belief (including the absence of belief)
- marital or civil partnership status
- sexual orientation
- pregnancy
- gender reassignment
- political belief

Havant U3A will strive to ensure that members do not experience discrimination on the basis of their protected characteristics. This will include ensuring equal access to groups and behaviour between members and by Havant U3A Committee members and group leaders.

The Equality Act highlights that organisations need to consider what '**reasonable adjustments**' can be made in order to accommodate those who may have particular needs. Havant U3A Committee will review the reasonable adjustments needed for all members and individual members with particular needs on an ongoing basis. Where necessary, the Committee will seek guidance and additional support from the Third Age Trust National Office.

### **2.3 Practical approaches to inclusion.**

Havant U3A will make sure all new members are aware of our policies and procedures in relation to equality, diversity, inclusion and accessibility as well as the Member Code of Conduct, which is included in this document. Havant U3A

will make reasonable adjustments and take practical steps to ensure a wide range of people can participate in its activities and meetings. This may include:

- Consideration given to the time of day of meetings and their location.
- Consideration of venues for meetings including:
  - Accessible to wheelchair users
  - Access to PA system and a hearing loop
  - Parking and disabled parking available
  - Disabled toilet facilities available
- Publicity:
  - Using a variety of methods and platforms to communicate externally and raise the profile of the U3A
  - Make communications available to those who don't have access to the internet
  - Use a range of images that reflect the local community
- Recruiting new members:
  - Doing outreach sessions and contacting agencies working with community groups who may be harder to reach
  - Encouraging members who are representative of the groups who are under represented within the U3A i.e. men or younger members to assist with the recruitment process
  - Managing growth so that it ensures that new members can be accommodated
- Monitoring:
  - Havant U3A will monitor member numbers i.e. the numbers of members who join, re-join and leave each year in order to identify any trends in membership
  - Havant U3A committee will review the diversity of the membership on an ongoing basis and will seek to ensure that Havant U3A remains attractive and accessible to all.
- Tasks and Roles:
  - Ensure a range of people have their voices heard by encouraging more members to take on roles such as leading groups
  - Havant U3A will appoint an Accessibility Officer whose role it will be to ensure that both new and existing members can access the members meetings and groups that they would like to join and consider what reasonable adjustments may be needed to ensure this.
  - The Accessibility Officer will ensure that new Group Leaders are made aware of issues in relation to accessibility and what steps they may need to take in meeting access requirements. Each group will be reviewed on an individual basis as certain groups may require a certain level of fitness or mobility and members need to be made aware of this in advance

## **2.4 Member Code of Conduct.**

Havant U3A members are expected to conduct themselves in line with the U3A Movement's Guiding Principles.

They are also expected to treat each other with dignity and respect. Specifically:

- Members are expected to know, follow and promote the principles of the U3A Movement at every opportunity.
- Members must always act in the best interests of Havant U3A and the U3A movement as a whole, strive to uphold its reputation and never do anything which could bring their own, another U3A or the U3A movement into disrepute or expose it to undue risk.
- Members are expected to use Havant U3A's resources responsibly and only to further its stated charitable object.
- Members are expected to reflect the current organisational policy of Havant U3A, regardless of whether it conflicts with their personal views.
- Members are expected to abide by Havant U3A's procedures and practices.
- Members are expected to treat each other with dignity and respect at all times.

## **2.5 Dealing with victimisation, discrimination and harassment**

Where Havant U3A Committee becomes aware of any victimisation, discriminatory practice or harassment, the Committee will seek to address this through consultation with all parties concerned and, where necessary, through invoking formal procedures.

If any member of Havant U3A feels he or she has experienced or witnessed victimisation, discriminatory behaviour or harassment, this should be reported to the Committee. Any matters of concern will be reviewed by the Committee and a decision will be made, in line with Havant U3A's constitution and formal procedures, as to what steps will be taken to address the issue.

## **2.6 Definitions.**

**Equality** is about ensuring that every individual has an equal opportunity to make the most of their lives and talents, and believing that no one should have poorer life chances because of where, when or whom they were born, or because of other characteristics. Promoting equality is about behaving in a way that tackles inequalities, aiming to ensure that all members are treated fairly, and do not experience discrimination.

**Promoting diversity** is about recognising that everyone is different and creating an environment that values members and ensuring that the U3A movement is as accessible as possible to different groups within the community.

**Inclusion** is about positively striving to meet the needs of different people and taking practical steps to ensure members feel respected.

**Direct Discrimination** is when a person is treated less favourably because of their ethnic origin, nationality (or statelessness) or race, age, disability, religion or belief (including the absence of belief), marital or civil partnership status, sexual orientation, pregnancy, gender reassignment, or political belief

**Indirect Discrimination** occurs when a condition or requirement is applied equally to all groups of people but has a disproportionately adverse effect on one particular group.

**Harassment** is unwanted conduct related to 'protected characteristics' that has the purpose or effect of violating a member's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment is also unwanted conduct of a sexual nature which has that same purpose or effect.

**Victimisation** occurs when a member is treated less favourably than others in the same circumstances because he or she has made a complaint or an allegation of discrimination, harassment or bullying or given information regarding such a complaint or allegation.

### 3 Document Control

DATE	ACTION	BY	COMMENTS
26/06/2021	Created	John West	
27/06/2021	Amended	Peter Newman	Standardise formatting.
19/09/2021	Amended	John West	Final adjustments