



## **Hoylake, West Kirby & District U3A Equality and Diversity Policy**

**Aim:** To ensure that no one in our U3A experiences discrimination or harassment and it is as inclusive and welcoming as possible.

Hoylake, West Kirby & District [HWK] U3A aims to:

- Treat everyone equally and with respect, regardless of age, belief, disability, gender reassignment, race or religion.
- Create a safe and welcoming atmosphere for everyone and to design activities, services and decision-making processes to encourage and support participation from disadvantaged people, especially disabled, those who use hearing aids and those on low incomes.
- Ensure that publicity is easy to read and available to people without internet access.
- Ensure tasks are allocated to ensure a range of people have their voices heard.
- Prioritise important issues.

**Behaviour:** a realistic Code of Conduct will be introduced and circulated to all Members. This will indicate unacceptable behaviour and, if someone feels harassed, it will state who should be informed and, if the Code is not adhered to, what will be done.

**Complaints:** The Committee will investigate complaints and listen to all involved Members. If the complaint is against a Committee Member, that person will not be part of conducting the investigation.

If a complaint is against a particular Member, this person will have the opportunity to express their viewpoint and may be accompanied by a friend. The complainant will have the same opportunity.

If the complaint is against:

- National U3A: referred to U3A National Head Office
- a Region: referred to the appropriate Regional Committee
- Wirral Network: referred to its Committee

**Actions:** Before any decision is made to exclude someone because of discriminatory or harassing behaviour, reference should be made to the Code of Conduct and the Constitution.

All Members should be able to attend activities. If practicable, outings should provide places for carers if a member would be unable to attend without that assistance.

HWK U3A is open to new ideas.

This Policy will be evaluated regularly to ensure that the aims are being met and will be fully reviewed every two years.

**8.2018: The Equality and Diversity Policy was approved by the Committee**

**5.2019: The Policy was amended with correct logo**

**Signed:**.....

**Committee Role**.....

**Date:**.....