



The Institute, Kelvedon

Charity Number 272790

78 High Street
Kelvedon,
Essex
CO5 9AA

Equal Opportunities Policy

Guiding principles.

Institute Committee opposes all forms of discrimination and recognises that everyone has a contribution to make to our community and a right to equal treatment.

This policy is in place to ensure all those living in Kelvedon and all those qualifying as beneficiaries of the Institute Trust, as defined by the Trust Deed, will receive equal opportunities in the use of and access to the Village Hall, and in the management of the Institute Trust's affairs.

Procedures

- The Committee is responsible for the implementation and monitoring of this Equal Opportunities Policy and will take seriously any breaches of this policy.
- All users of the Institute in whatever capacity will be required to actively comply with this policy.
- The selection of employees, contractors and suppliers to the hall will be open and conducted without prejudice, favour or discrimination
- The allocation of facilities to hirers of the hall will be open and conducted without prejudice, favour or discrimination
- The Committee will always act without prejudice, favour, or discrimination when deciding on requests for use and hire of the hall.
- Physical constraints on access for the disabled will, as far as The Committee is able, be removed or mitigated
- The Committee will carry out an annual audit of the physical access requirements for its facilities
- The Committee will regularly review the Equal Opportunities Policy to ensure this policy is in line with current legal requirements.
- The election or co-option of Trustees to Institute Hall Committee, will be open and conducted without prejudice, favour or discrimination
- New Committee members will be asked to read the policy when becoming a member to understand their responsibilities.

Breach of Policy

Any person or group claiming a breach of this Equal Opportunities Policy must supply the details in writing to the Committee Chairperson, who will place the matter on the Agenda for the next Committee Meeting.

The person or group making a claim of discrimination will be advised of the date and time of the meeting and will be invited to attend and may speak in support of the claim if they wish.

The Committee, taking into account all the evidence presented, will decide by a majority vote whether a breach of the policy has occurred, giving their reasons if the claim is not upheld.

In the event the claim is upheld; the Trust will correct the matter as soon as possible. It will monitor the status of the corrective action at each Committee meeting until the problem is resolved.



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This policy will be reviewed on an annual basis at the Annual General Meeting and/or when changes occur in National Legislation or Procedures. The reviewed policy will then be ratified during a committee meeting by all members

Policy reviewed: _____