



Petersfield u3a

Equality, Diversity and Inclusion Policy

1. Statement

Petersfield u3a is a UK registered charity affiliated to the national u3a Movement, the Third Age Trust. Members of each u3a draw upon their knowledge, skills and experience so as to engage in peer to peer learning. Petersfield u3a is committed to ensuring that as an organisation it is as inclusive and accessible as possible. It also recognises that discrimination (both direct and indirect), victimisation and harassment can occur in any situation and are committed to ensuring the principles and practice of equality and diversity are prevalent throughout the organisation. This policy document should be read alongside Petersfield u3a's Accessibility Policy, Member Code of Conduct and in conjunction with its other policies and procedures.

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

Petersfield u3a will strive to ensure that members do not experience discrimination on the basis of their Protected Characteristics and is determined to provide equal access to all activities. It is committed to ensuring that all group Convenors and participating members conduct themselves within the terms of the Petersfield u3a Member Code of Contact. The Equality Act 2010 highlights that organisations need to consider what '**reasonable adjustments**' can be made in order to accommodate those who may have particular needs. Petersfield u3a will review these reasonable adjustments on an ongoing basis. Where necessary, guidance and additional support from the U3APlus sub-committee and/or National Office will be sought.

3. Practical approaches to inclusion

Petersfield u3a will ensure all members, both existing and new, are aware of the policies and procedures in relation to equality, diversity and inclusion, and accessibility as well as the Member Code of Conduct. Petersfield u3a will make reasonable adjustments where possible and take practical steps to maximise participation 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 all members including 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 communicating to those without access to the internet;
 - a range of images that reflect a diverse society.
- new member recruitment that encourages new members including those with Protected Characteristics by:
 - implementing outreach sessions and contacting agencies working with community groups who may be harder to reach;
 - encouraging members of under-represented groups within the u3a to assist with the recruitment process;
- diversity and equality will be monitored on an ongoing basis though:
 - the collation of member numbers i.e. those who join, re-join and leave each year in order to identify any trends in membership;
 - regular review of the its activities to ensure that the u3a remains attractive and inclusive to all;
- encouragement of all members to become involved in organisation, management, and Convenor roles:
- maintaining the position of Accessibility Officer whose role will include ensuring issues related to equality, diversity and inclusion are considered at management committee and Trustee level:
- ensuring Convenors are made aware of their responsibilities in relation to equality, diversity and inclusion what steps they may have to take in meeting member requirements:
- the offer of induction and awareness training around equality, diversity, inclusion and accessibility to management committee members and Convenors on an ongoing basis.

• 4. Code of Conduct

Petersfield u3a has a Member Code of Conduct. The code of conduct outlines that members should abide by the u3a's policies and procedures, principles and ethos, as well as treating each other with dignity and respect. This includes a requirement not to act in a manner inconsistent with this Equality, Discrimination and Inclusion Policy. All members will be informed of how best to access copies of all policies.

5. Dealing with discrimination and harassment

Where Petersfield u3a becomes aware of any discriminatory, harassment or anti-inclusivity practices, the MC will seek to address this initially through consultation with all parties concerned and, where necessary, through invoking the formal procedures set out in the Petersfield u3a Complaints and Discipline Policy. If any member of the u3a feels they have experienced or witnessed behaviour that does not conform with this Equality, Divergence and Inclusion Policy should be reported to the Chairman of Petersfield u3a or the Accessibility Officer. Any such matter raised will be reviewed in line with the Petersfield u3a's Complaints and Discipline Policy.

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, 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 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.

Convenor refers to the person or persons responsible for the organisation and administration of an interest or subject group activity or event.

Petersfield u3a is a registered charity governed by Trustees and Management Committee voted for in accordance with its constitution. It is affiliated to the Third Age Trust.

This policy was adopted on: 15 December 2020 (Ref Minutes of MC Meeting)

Review date: 15 December 2021