



Compton's Yard Charitable Trust
EQUAL OPPORTUNITIES POLICY

1. Charitable Aims.

Compton's Yard Charitable Trust was set up in 1983 as a registered charity and company limited by guarantee. It was established to:

“Provide facilities and amenities for social welfare, particularly a centre for the benefit of the inhabitants of Llanidloes and the neighbourhood, without distinction of sex, sexual orientation, race or political, religious or other opinions, and to provide education, particularly in the arts and with special regard to the history, crafts and culture of the area of benefit.”

2. Commitment.

Equality and inclusion are central to the Trust's purpose. CYCT is committed to anti-discrimination and to promoting and providing equality of opportunity through the way it works and in the activities and projects it provides and funds.

CYCT works with the requirements set out in the Equality Act 2010 and understands people are not allowed to discriminate, harass or victimise another person because they have a “protected characteristic”, are perceived to have or are associated with someone who has a protected characteristic. The protected characteristics are;

- Age
- Disability including health status
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity including breast feeding
- Race including nationality, colour, ethnic origin and those from a traveller and gypsy background.
- Religion and belief
- Sex
- Sexual orientation.

3. Practical Guidelines.

a. Leadership: Everyone involved in CYCT is responsible for the promotion of equality and non-discriminatory practice. The company secretary (Jane Callaghan) is the Board's equality champion and has overall responsibility for CYCT's equal opportunities policy.

To support the effective implementation of the policy, CYCT will bring this policy statement to the attention of all Board members, prospective Board members, employees and prospective employees, volunteers, tenants and all individuals and organisations who enjoy membership of CYCT.

b. Trustees and Membership: CYCT intends its Board of Trustees and its membership to reflect the local community it serves and actively seeks to maintain representation across all groups.

c. Protection from harassment and bullying.

Bullying and harassment, including sexual harassment, is behaviour that makes someone feel intimidated or offended. Harassment, where it relates to one of the "protected characteristics" set out in section 2 above, is unlawful under the Equality Act 2010.

Harassment as defined by the Equality Act 2010 is;

Unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

Examples of bullying or harassing behaviour include;

- Spreading malicious rumours or insulting someone.
- Copying communications that are critical of someone to others who don't need to know.
- Ridiculing or demeaning someone.

Bullying and harassment can happen face-to-face, by email, by 'phone or by letter.

Bullying and harassment is unacceptable and the Trust expects everyone involved in CYCT to set an example and be responsible for the creation of a dignified and respectful environment and for the promotion of equality and non-discriminatory practice.

Where there is a concern about behaviour a confidential complaint can be made informally or formally to the company secretary companysecretary@comptontyard.org.uk The Trust will investigate the complaint objectively and as promptly as possible following ACAS guidance. www.acas.org.uk/media/pdf/2/j/Bullying-and-harassment-in-the-workplace-a-guide-for-managers-and-employers.pdf

d. Participation in activities and events.

CYCT aims to be inclusive and encourage participation and involvement from all sectors of the community. To support this trustees, employees and volunteers are expected to demonstrate inclusive and non-discriminatory behaviour and to actively encourage participation from all sectors of the community.

e. Accessible Communication.

To support participation and inclusion and to ensure effective communication overall CYCT will follow best practice guidance on inclusive communication where possible <http://odi.dwp.gov.uk/inclusive-communications/index.php> . To further support inclusive and accessible written communication the Trust will follow the British Dyslexia Association guidance on “dyslexia friendly text”. http://www.bdadyslexia.org.uk/common/ckeditor/filemanager/userfiles/About_Us/policies/Dyslexia_Style_Guide.pdf

The Trust also aims to ensure that information about events, activities and meetings;

- are widely publicised
- are held in accessible venues where possible,
- reflect the interests of the whole community.

To encourage the involvement of disabled people we aim to reduce or eliminate any obstacles that could prevent a disabled person from participating in CYCT activities. If a disabled person is at a substantial

disadvantage because of the way we do things or the venues we use we will make reasonable adjustments.

CYCT also endeavours to ensure that all events and workshops are affordable for the local community. This is done by offering price concessions wherever possible.

f. Employment and Equal Pay: CYCT is fully committed to providing equality of opportunity and equal pay (where remuneration is provided) in recruitment, employment and volunteer opportunities. CYCT undertakes to widely publicise any work opportunities and to base selection on clearly stated objective criteria. CYCT will follow good practice guidelines in interviews and selection processes.

http://www.acas.org.uk/media/pdf/p/9/Getting_it_right_factsheet_-_Recruitment_and_selection-accessible-version-July-2011.pdf

In addition, CYCT is committed to maintaining equality of opportunity to employees post their employment by providing performance-based employment references when asked for one.

g. Project funding, room rental and other opportunities: CYCT strives to promote these opportunities as widely and publicly as practicable. It does this by placing adverts about project funding, vacant rooms and other potential opportunities in well known “hot-spots” including local shops and community noticeboards across the community and on the website. Internal allocations, appointments or awards without such publicity will be regarded as illegitimate.

4. Monitoring, Training and Complaints.

a. Monitoring: CYCT reviews this policy annually and aims to gather and review feedback to help assess how effectively it is being implemented across all its activities and its role as an employer.

b. Training: CYCT aims to support its trustees, staff and sessional workers, volunteers and beneficiaries to be aware of equal opportunities principles and apply them in practice. Board members commit to keep up-to-date by receiving and reading the annual employment and diversity review from the Employers Network for Equality and Inclusion.

<http://www.enei.org.uk/>

c. Complaints: Any complaints about discrimination, harassment, bullying or any concerns about the implementation of this policy should be sent in confidence to the CYCT company secretary. This can be done by email companysecretary@comptonsyard.org.uk by telephone or fax 01686 413 286 or by writing to 11-13 Great Oak Street, Llanidloes, Powys SY18 6BU.