Jubilee Allotment Association

Equal Opportunities Policy

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| **Statement of Policy:** |
| 1. Jubilee Allotment Association (JAA) recognises that we live in a society where discrimination still operates to the disadvantage of many groups in society. 2. JAA believes that all persons should have equal rights to recognition of their human dignity, and to have equal opportunities to be educated, to work, receive services and to participate in society. 3. JAA is committed to the promotion of equal opportunities through the way we manage the organisation and provide services to our plot holders and the community within which we reside. In order to express this commitment, we develop, promote and maintain policies that will be conductive to the principles of fairness and equality.4. The objective of this policy is that no person should suffer or experience less favourable treatment, discrimination or lack of opportunities on the grounds of gender, race, colour, nationality, ethnic origin, religious or philosophical beliefs, health status, HIV status, age, marital status, parental status, sexual orientation, political beliefs or trade union membership, class, responsibility for dependents, physical attributes, ex-offender status,  lack of formal qualifications where such qualifications are not formally required, or any other grounds which cannot be shown to be justifiable within the context of this policy.5. This policy will influence and affect every aspect of activities carried out at JAA i.e. rental of plots, promotional work, educational services, and other functions, as determined by the management committee.6. Potential suppliers will be expected to be fully compliant with all relevant legislation. |
| **Conduct and general standards of behaviour:** |
| All board members, management committee members, plot holders, visitors and volunteers are expected to conduct themselves in a considerate manner at all times. JAA will not tolerate behaviour such as:* making threats
* physical violence
* shouting
* swearing at others
* persistent rudeness
* isolating, ignoring or refusing to work with certain people
* telling offensive jokes or name calling
* displaying offensive material such as pornography or sexist / racist cartoons, or the distribution of such material via email / text message or any other format.
* any other forms of harassment or victimisation.

Though the above list is not exhaustive, these examples of unacceptable behaviours are considered to be offences and can lead to action being taken including exclusion from the allotments. JAA does, however, encourage the resolution of misunderstandings and problems informally wherever possible, depending on the circumstances. However, whether dealt with informally or formally, it is important for those who may have caused offence to understand that it is no defence to say that they did not intend to do so, or to blame individuals for being over sensitive. It is the impact of the behaviour, rather than the intent, that counts, and that should shape the solution found both to the immediate problem and to preventing further similar problems in the future.  |
| **Complaints of discrimination:** |
| JAA will treat seriously all complaints of unlawful discrimination on any forbidden grounds made by board members, management committee members, plot holders, visitors, volunteers or other third parties and will take action where appropriate.Complaints should be addressed, in writing, to the Secretary of the JAA. In the event that the complaint involves the Secretary, the complaint should be addressed to the Chairman. All complaints will be investigated and the complainant will be informed of the outcome in line with these procedures.We will also monitor the number and outcomes of complaints of discrimination made by board members, management committee members, plot holders, visitors,  volunteers and other third parties. Where necessary, action will be taken to eliminate the cause(s) of the complaints. |
| **ReRREVIEW:** |
|  We will review and revise this policy regularly. The next review date is MAY 1st, 2019Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Henry NorrisChairmanJAA |