

 <p>The logo for Dollar Community Development Trust features the word 'DOLLAR' in a curved banner at the top. Below it is a stylized house icon with the text 'COMMUNITY DEVELOPMENT TRUST' to its right. The entire logo is enclosed in a circular border with a blue ribbon-like element at the bottom.</p>	<h2>Equality and Diversity</h2>
<p>Company no: 563463 Charity no: SC047335</p>	<p>Created: March 2018 Revise by: March 2020</p>

Trustees of Dollar Community Development Trust regard encouraging the fullest possible participation and tackling discrimination as essential in all the Trust does. Our commitment to equality, diversity and anti-discriminatory practice is supported by a legal duty to provide all our services, volunteering and employment opportunities fairly and to keep to all relevant codes of practice.

### 1. Policy Objectives

To value diversity and represent the whole community of Dollar.

To make meetings and communication as accessible as possible so that there can be full participation and no-one is excluded by reason of disability or discriminated against.

To draw volunteers who are representative of the whole community.

To give credibility to the views we express and to improve the impact of our work.

As an employer, to ensure we adhere in spirit and practice to the relevant employment legislation and ensure that our recruitment practice encourages applications from all section of the community..

To conform with all duties set out by the Equality Act 2010 ensuring equality of opportunity and non-discrimination on the grounds of gender, gender re-assignment, marital status, age, ethnic origin, nationality, religion, sexual orientation, disability or health problem.

### 2. Meetings of the Trust

The Trust holds a range of meetings to conduct its business: board meetings, members' meetings, public meetings and meetings with individuals and interest groups. In preparation for any meeting the Trust will consider the likely requirements of all who are due to attend to participate fully. Where these are not known in advance (for example members' and public meetings) the Trust will ensure as a minimum:

Before the meeting:

- The advertisement, invitation or flyer will ask whether the person requires transport to the meeting or any particular support at the meeting.

At the meeting:

- Access to the meeting room for people who may have an impairment
- Access to toilets for disabled people
- Hearing assistance
- Large print documentation

### **3. Training and practice**

Before carrying out voluntary or paid work for the Trust, we will ensure that everyone involved understands this policy and their responsibilities. Further training will be given where required.

Staff and volunteers are required to raise any concerns about unacceptable behaviour that is affecting the rights and opportunities of others. The Trust reserves the right to withdraw from working with anyone or any organisation who, despite intervention, continues to behave in a discriminatory, disruptive or abusive manner.

### **4. The Wider Environment**

The Trust will work actively with the community to promote and encourage a positive attitude towards difference. All reasonable steps will be taken to ensure that the places where we work are welcoming, non-threatening and stimulating and that our service delivery celebrates and values diversity

### **5. Recruitment**

#### **5.1 Advertising**

All staff posts will be formally and widely advertised so that the advert reaches as many disadvantaged groups and individuals as possible.

Applicants will be given clear, concise and accurate information about posts to enable them to assess their own suitability. The language used must not deter any potentially disadvantaged applicant from applying.

A statement of Equal Opportunities will be included on the application form forwarded to applicants.

#### **5.2 Selection and Interviewing**

An interview panel will be convened which must understand and agree on the selection criteria before any interview is conducted, and must apply these criteria consistently. Pre-set questions must therefore be agreed and it should be decided if any of these questions must be “fully met” in order to appoint.

The interview panel will be given guidance on the effect generalised assumptions and prejudices can have on selection decisions, and made aware of the possible misunderstanding that can occur about applicants from different cultural backgrounds.

Applicants will be given an opportunity to state, prior to an interview if they require any particular support or adjustment to enable them to participate fully and all reasonable steps will be taken to meet these needs.

Interviews will be thorough, conducted on an objective basis and deal only with applicant's suitability for the job and ability to fulfil the job requirements. The applicant's potential will be taken into account.

Candidate's performances at the interview will be formally measured and recorded.

References will only be consulted after the interview stage, and the successful candidate informed that these references have been obtained.

Applications for employment will be retained for four months in case of any dispute.

## **6. Harassment and Victimisation**

Particular care will be taken to deal sensitively and effectively with any complaints of harassment, victimisation, discrimination or sexual harassment. The Trust will protect staff and volunteers raising such grievances.

If anyone considers that they are suffering from unequal treatment they are encouraged to report this to the chair of the board or any trustee.