

Doc: Yate & Sodbury u3a Equality Diversity and Inclusion Policy	Date: 3 Feb 2025
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### Document Control

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### Change Record

Issue	Date	Section(s) Affected	Description of Change/Change Request Reference/Remarks
Draft 1	5/2/20	all	1 <sup>st</sup> document
Issue 1	8/3/20	All	Committee agreed release, review date added, uplift to v1
Issue 2	3 Feb 21	All	Review update
Issue 3	5 Feb 2025	All	Addition of protected characteristics: sex, maternity; removal of political belief

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## Yate and Sodbury District u3a Equality, Diversity and Inclusion Policy

### 1 Statement

Yate and Sodbury District u3a, charity number 1150627 (herein after called "The u3a") is a learning co-operative and membership charity which enables members in their third age to share educational, creative and leisure activities. The u3a is guided by the umbrella body, The Third Age Trust, charity number 288007 (herein after called "The Trust").

Members of "The u3a" draw upon their knowledge, skills and experience to teach and learn from each other (peer to peer learning). "The u3a" recognise that some people are particularly likely to experience discrimination and harassment and are committed to making sure that "The u3a" is as inclusive and welcoming as possible.

### 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:

1. age
2. disability
3. gender reassignment
4. marriage or civil partnership
5. pregnancy and maternity
6. race
7. religion or belief
8. sex
9. sexual orientation

"The u3a" will strive to ensure that members do not experience discrimination on the basis of their protected characteristics. This will include ensuring equal access to groups and behaviour between members and by the Committee Members and group leaders of "The u3a". The Equality Act highlights that organisations need to consider what 'reasonable adjustments' can be made in order to accommodate those who may have particular needs. "The u3a" Committee will review the reasonable adjustments needed for all members and individual members with particular needs on an ongoing basis. Where necessary, the Committee will seek guidance and additional support from "The Trust".

### 3 Practical approaches to inclusion

"The u3a" will make new members aware of our policies and procedures in relation to equality, diversity, inclusion and accessibility as well as the Member Code of Conduct, by posting policies on the website, "The u3a" will make reasonable adjustments and take practical steps to ensure a wide range of people can participate in our activities and meetings. This may include:

- Consideration given to the time of day of meetings and their location.
- Consideration of venues for meetings including:
  - o Accessible to wheelchair users
  - o Access to PA system and a hearing loop
  - o Parking and disabled parking available
  - o Disabled toilet facilities available
- Publicity:
  - o Using a variety of methods and platforms to communicate externally and raise the profile of "The u3a".
  - o Make communications available, if requested, to those who don't have access to the internet
- Recruiting new members:
  - o Encouraging members who are representative of the groups who are under-represented within "The u3a" i.e. men or younger members to assist with the recruitment process
  - o Managing growth so that we ensure that new members can be accommodated

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- Tasks and Roles:
  - o Ensure a range of people get their voices heard by encouraging more members to take on roles such as leading groups.
  - o The Chair will ensure that both new and existing members can access the members meetings and groups that they would like to join and consider what reasonable adjustments may be needed to ensure this.
  - o The Groups Coordinator will ensure that new Group Leaders are made aware of issues in relation to accessibility and what steps they may need to take in meeting access requirements. Each group will be reviewed on an individual basis as certain groups may require a certain level of fitness or mobility and members need to be made aware of this in advance.

## 4 Code of Conduct

"The u3a" has a member code of conduct. The code of conduct outlines that members should abide by the policies and procedures of "The u3a" as well as treating each other with dignity and respect. This would include not acting in a way that would be deemed discriminatory or offensive.

## 5 Dealing with discrimination and harassment

If any member of "The u3a" feels they have experienced or witnessed discriminatory behaviour or harassment, this should be reported to the Committee Chair.

Where "The u3a" Committee become aware of any discriminatory practice or harassment, matters of concern will be reviewed by the Committee and a decision will be made, in line with the constitution and formal procedures of "The u3a", as to what steps will be taken to address the issue.

If a member feels they have been the subject of discrimination by "The u3a" or its representatives, they should refer their case to be addressed under the provisions of the Grievance Policy of "The u3a".

## 6 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 Trust" 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 age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation

**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 than others in the same circumstances 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.

This policy was adopted on;           5 February 2025  
Next review date:                       6 February 2028