

HORIZONS (Plymouth)

Horizons Children's Sailing Charity

Equal Opportunities Policy and Procedures



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Date of Last Review: January 2017

Review Period: At least annually

1. Aims of This Equal Opportunities Policy

This policy aims to challenge discrimination within all areas of the Project's work. Within the constitutional requirements of Horizons, we aim to ensure that the Project reflects and meets the needs of all sectors of the local community and will aim to incorporate equal opportunities into all areas of our work.

Horizons (Plymouth) aim to:

- Ensure that the premises are accessible for all members of the community
- Consider equal opportunities in all areas of our services and work

2. Statement of Intent

Horizons (Plymouth) recognises that certain groups and individuals in our society are discriminated against because of their race, colour, ethnic origin, gender, physical, sensory or mental disability, marital status, age, social class, religious belief, sexual orientation and HIV status. A criminal record will only be taken into account when the conviction is relevant and will not necessarily be a bar to Volunteering or employment. We are strongly committed to positive action to abolish discrimination in all aspects of our work, whether in our practice as employers, in the way we work with 'outside' organisations and in our work with Project clients and users.

3. Implementation and Service Delivery

- Equal Opportunities will be considered in all aspects of the service which the Project will provide. The Trustees will regularly review this
- Any language or behaviour offensive to any groups mentioned previously is unacceptable and will not be tolerated in any of the Project's activities
- We will regularly review the image of the Project and will ensure that the Project is accessible to all wherever appropriate
- We aim to ensure that our premises are accessible to all members of the community and, wherever possible, will endeavour to ensure safe and easy access to wheelchair users
- Any publicity of the Project will state our commitment to equal opportunities and will promote positive images of those groups in society that suffer discrimination
- Equal opportunities will be considered in all activities and resources. All resources, equipment and activities will strive to promote non-stereotypical traditions, values and environments. Positive values of differing cultural identities will be promoted via anti-racist activities and resources and positive anti-sexist and anti-discriminatory values will be integral within all activities

4. Horizons (Plymouth) Trustees

- Aim to reflect the make up of the community in the decision making process of the Project, and will actively encourage members of the groups suffering discrimination to join the decision making process.
- It will be a condition of joining any committee within the Horizons Project that members follow and practice the principles of equal opportunities.

5. Monitoring and Review

- The Horizons Trustees will be responsible for implementing the Equal Opportunities Policy
- Any complaint or grievance should be made to the Operations Manager who will refer the matter to the committee
- Equal Opportunities need to be regularly reviewed and monitored
- All aspects of this policy should be monitored as an ongoing process, and this should be built into all procedures; e.g. as part of the recruitment, publicity and admissions processes, and within the programme of activities

6. Appendix 1: Equal Opportunities Form



HORIZONS Children's Sailing Charity

Equal Opportunities Form 2017

Horizons (Plymouth) are strongly committed to positive action to abolish discrimination in all aspects of our work, whether in our practice as employers, in the way we work with 'outside' organisations and in our work with Project clients and users. The details on this form will be stored in accordance with the Data Protection Act 1998.

Please tell us your age and gender (Please tick one box only)

Prefer not on answer

Age:

I identify my gender as: Female

Male

Trans

Non-binary

In another way

(Please describe if you wish)

I would describe my ethnic background as (please tick one box only)

Prefer not to answer

**Asian or
Asian British**

**Black or
Black British**

Other Ethnic Group

Mixed ethnicity

White

Indian

Black Caribbean

Arab / Middle Eastern

White & Black Caribbean

British/English

Pakistani

Black African

White & Black African

Scottish

Bangladeshi

White & Asian

Northern Irish

Chinese

Irish

In another way

(Please describe if you wish)

I would describe my religion as (please tick one box only)

Prefer not to answer

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

In another way

(Please describe if you wish)

I would describe my sexuality as (please tick one box only)

Prefer not to answer

Heterosexual / Straight

Bisexual

Gay

Lesbian

In another way

(Please describe if you wish)

Health (please tick one box only)

Prefer not to answer

Do you consider yourself to have a disability?*

Yes

No

* The Equality Act 2010 defines a person as disabled if they have a long term impairment (i.e. has lasted or is expected to last at least 12 months) that has an adverse effect on the person's ability to carry out normal day-to-day activities.

If 'Yes', please give details

Thank you for taking the time to complete this form.