Selsey Community Forum
Equality, Diversity and Inclusion Policy

Policy Statement

Selsey Community Forum seeks to ensure that all job applicants, staff and volunteers, together with all those individuals who they come into contact with as part of their activities on behalf of the Charity, are treated fairly, with dignity and respect, and without unlawful discrimination. In addition, the Charity will seek to ensure that the services, events and activities that it provides are relevant and accessible to all potential service users and that there are no aspects which discriminate.

Legislation

Selsey Community Forum will comply with the Equality Act 2010 and other applicable equality and employment legislation. The Equality Act 2010 protects individuals from unlawful discrimination because of the following protected characteristics:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex; and
- sexual orientation.

The Charity will also comply with its duty to make reasonable adjustments for disabled people where required and will seek to prevent unlawful discrimination, harassment and victimisation in employment, volunteering and the provision of services.

Definitions

Equality is about creating a fairer society where everyone has the opportunity to fulfil their potential.

Diversity is about recognising and valuing difference in its broadest sense.

Inclusion is about an individual's experience within the workplace and in wider society, and the extent to which they feel valued and have equal access to opportunities and resources.

Forms of Discrimination

Direct discrimination occurs where someone is treated less favourably because of a protected characteristic. Indirect discrimination can occur where a provision, criterion or practice applies to everyone but places people who share a particular protected characteristic at a particular disadvantage, unless it can be objectively justified where the law permits.

Harassment is unwanted conduct related to a protected characteristic which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

Sexual harassment is unwanted conduct of a sexual nature which has that purpose or effect.
Victimisation occurs where someone is subjected to a detriment because they have carried out, or are believed to have carried out, a protected act under the Equality Act 2010, such as raising or supporting a complaint of discrimination.

Managing Diversity

Selsey Community Forum will work to harness together all the skills and talents of the Trustees, staff and volunteers. Managing diversity expands the boundaries beyond equality issues and builds on the recognised approaches to equal opportunities; it creates an environment in which enhanced contributions from all members of the Charity works to the advantage of the community. Selsey Community Forum will not unlawfully discriminate because of any protected characteristic under the Equality Act 2010, namely:

- Age
- Disability
- Sex
- Sexual orientation
- Race
- Religion or belief
- Gender reassignment
- Marriage or civil partnership
- Pregnancy and maternity

The Charity will also seek to promote inclusion in relation to other circumstances that may create barriers or disadvantage, such as socio-economic status or caring responsibilities. Managing diversity combats prejudice, stereotyping, harassment and other undignified behaviour and creates an environment in which people from all backgrounds can work together harmoniously.

Responsibilities

The Board of Trustees has overall responsibility for promoting equality, diversity and inclusion and for ensuring that the Charity's policies and practices are consistent with this Policy.

Managers have responsibility for applying this Policy fairly, responding appropriately to concerns, considering reasonable adjustments and ensuring employment decisions are made without unlawful discrimination.

All Trustees, staff and volunteers are responsible for treating others with dignity and respect, complying with this Policy and raising concerns about discrimination, harassment or victimisation where appropriate.

Recruitment

When advertising posts for staff or volunteers, no arbitrary restrictions, such as age limits, should be imposed on the job description and associated applicant selection criteria unless they can be reasonably justified. Recruitment and selection processes will be fair, objective and based on the requirements of the role. Recruitment methods may vary depending on the circumstances and the nature of the vacancy.

All applicants should be given equal consideration, both for interview and subsequent appointment, against the applicant selection criteria. Each applicant should be assessed according to their suitability for the post. The personal details section of the application form should not be seen by those making the selection until the process has been completed. Brief notes shall be made on each application indicating clearly why the applicant has not been interviewed or appointed. Recruitment records will be retained securely in accordance with Selsey Community Forum's Data Protection Policy and applicable record-retention arrangements.

Training

Selsey Community Forum will make opportunities for training and development available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation. Appropriate equality, diversity and inclusion information, guidance or training will be provided to Trustees, staff and volunteers according to their roles and responsibilities.

Behaviour

Selsey Community Forum expects all Trustees, staff, volunteers and service users to treat others with dignity and respect. Bullying, unlawful discrimination, harassment, sexual harassment and victimisation will not be tolerated.
The Charity will take all reasonable steps to prevent sexual harassment and, where applicable, harassment by third parties such as service users, visitors, contractors or members of the public. This may include appropriate policies, risk assessment, training, reporting arrangements and action where concerns arise. Concerns will be taken seriously and dealt with under the appropriate Complaints, Harassment, Grievance, Disciplinary or Safeguarding procedure

depending on the circumstances.

Reasonable Adjustments

Selsey Community Forum will consider and make reasonable adjustments for disabled employees, workers, volunteers, applicants and service users where required by law. The Charity will seek to identify and remove unnecessary barriers to participation wherever reasonably practicable.

Other Matters

If appropriate and necessary, this Policy should also be made clear to service users.

All staff and volunteers are to be provided with appropriate induction training.

This Policy should be read alongside Selsey Community Forum's Staff and Volunteers Handbook, Harassment Policy, Grievance Policy, Disciplinary Policy, Recruitment Policy and other relevant employment, volunteer and safeguarding policies.

This Policy will be reviewed at least annually and sooner where there is a significant change in legislation, ACAS or EHRC guidance, or Selsey Community Forum's organisational arrangements.

Version Control

Version Number	Date of Update	Amendments
1.0	October 2025	Policy reviewed
2.0	October 2026	Reviewed and updated in line with current guidance