



## Equality and Diversity

### Policy

#### Policy Statement

Tibberton Community Shop Ltd (TCS) is a registered society under the Co-operatives and Community Benefit Society Act 2014 and is owned by its Members, the majority of whom are residents of the Parish of Tibberton and Cherrington. The Society operates from Tibberton Village Shop with a Management Committee elected from and by its Membership. The Shop is located in the village of Tibberton, near Newport in Shropshire, and delivers various Shop and community hub services for the benefit of residents of the Parish and visitors to the area. TCS and the community received the Queen's Award for Voluntary Service in 2017.

TCS recognises that some groups and individuals can suffer from discrimination. The Society recognises the need to support and promote equality of opportunity and the diversity of Members, Volunteers and customers. It is our intention that nobody receives less favourable treatment from us or agents acting on our behalf on the grounds of gender, race, colour, ethnic or national origin, marital status, responsibility for dependants, sexual orientation, disability, age, gender reassignment, social status, political, cultural or religious beliefs.

In working to eliminate discrimination, unfairness, inequality and disadvantage, TCS will take practical action to promote and value diversity across the organisation, empowering our Volunteers and supporting a culture of openness, integrity and honesty.

As all forms of discrimination and harassment are totally unacceptable to us, we have adopted the following equality and diversity policy which should be read with the Society's other policies, e.g. Code of Conduct, and the Shop Guide.

We will communicate our policies so all our Members and Volunteers, including the Management Committee and its sub-group members are fully aware of their responsibilities towards the promotion of equal opportunities and valuing diversity and are well equipped to take account of the different needs of particular groups and thus make provision for those groups, working positively towards the overall goals of the organisation.

#### Equality and Diversity Legislation and Best Practice

TCS believes that it is essential to eliminate discrimination and to promote good relations, equality of opportunity and valuing diversity in all areas of our operations in active ways. We accept and endorse our legal responsibilities as laid out in a variety of legislation which includes, amongst others:

- The Equal Pay Act 1970 & 1983
- The Sex Discrimination Act 1975
- The Race Relations Act 1976, as amended by the Race Relations (Amendment) Act 2002



## TIBBERTON COMMUNITY SHOP



- The Disability Discrimination Act 1995, as amended by the DDA Act 2004
- The Human Rights Act 1998
- Protection from Harassment Act 1997
- The Sex Discrimination (Gender Reassignment) Regulations 1999
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Age) Regulations 2006
- Equality Act (Sexual Orientation) Regulations 2007
- Equality Act 2010, which simplified and strengthened many areas of the previous legislation

Our policy accepts our moral responsibility for promoting and working towards ensuring equality of opportunity and equity for all in our community. It accepts our social responsibility as an employer in the local community and voluntary sector, valuing and respecting differences in people within the organisation. It accepts our business responsibility to work towards meeting the overall objectives and goals of the organisation in a holistic way.

We are committed to be an equal opportunities organisation which values diversity, through:

- a) The admission of Members, employment of Volunteers and provision of services, where we will seek to actively promote equality of opportunity and value diversity
- b) No person or groups of people applying as Members or Volunteers with TCS or serving on our Management Committee or its sub-groups, will be treated less favourably because of their gender, race, colour, ethnic or national origin, marital status, responsibility for dependants, sexual orientation, disability, age, gender reassignment, social status, political, cultural or religious beliefs
- c) In hiring contractors, consultants and other agencies, we will maintain our commitments to equality of opportunity and valuing diversity by ensuring those we work with are equally committed to valuing equality and diversity.

### **Management Committee Responsibilities for Equality and Diversity**

The TCS Management Committee has overall responsibility for ensuring good staff management practices are adopted which promote the ownership and understanding of diversity throughout TCS and for ensuring this policy is implemented across the organisation. The Committee has ultimate responsibility for ensuring that members of the Committee, Members and Volunteers of TCS act within the terms of this policy at all times and that a breach of this policy is considered a breach of the TCS Code of Conduct. Such breaches will be managed as outlined in the Code and in accordance with section 3.8 of the Society's 'Model Rules' to which they refer.

The Management Committee are responsible for endeavouring that the policy is implemented with regards to all matters pertaining to Volunteer staffing. This includes:

### **Recruitment**

- TCS's Recruitment Policy is to informally interview all Volunteer applicants to find out what they would like to do, the skills and capabilities and how best their potential may be realised



# TIBBERTON COMMUNITY SHOP



- TCS will provide them with induction training and give them opportunities to work with more experienced colleagues in the Shop; on-going training training and development is also provided
- TCS will ensure that in determining whether or not to accept or reject a new Volunteer, only factors relevant to their capability to carry out the role are considered
- The minimum age for children and young people working in the Shop is 14, with the written consent of the child’s parents or guardians. This allows TCS to offer work valuable experience opportunities within our community for young people, including Duke of Edinburgh award scheme students.

## Training and Development

- The importance of ALL the Shop’s policies are covered as part of the induction programme for all new Volunteers and the on-going Refresher Training for all Volunteers
- Management Committee members and Volunteers involved in recruitment and training have been appropriately informed about the importance of complying with all the Shop’s policies
- Opportunities for training and development are given equally to Volunteers on a fair and equitable basis.

## Day-Day Management Responsibilities

The Management Committee and co-opted Members should ensure Volunteers are aware that, at all times, the use of sexist, racist, homophobic, religiously intolerant or ageist language, as well as general derogatory comments about a person, is unacceptable and the use of such language will be considered a breach of this policy and the TCS Code of Conduct.

The Management Committee and co-opted Members should undertake to make reasonable adjustments to the Shop’s working environment and specific job functions to best enable disabled people to be able to undertake a particular job function.

## Complaints and Breaches of this Policy

TCS is committed to ensuring its Equality and Diversity Policy is effectively implemented. Allegations of breaches or discrimination or harassment by or about Members, Volunteers, contractors or consultants working on TCS’s behalf will be taken seriously and fully investigated, with all appropriate action being undertaken in a professional way, as outlined in the TCS Code of Conduct and section 3.8 of TCS’s ‘Model Rules’. Complaints should follow the process outlined in the Code of Conduct.

<b>Tibberton Community Shop</b>	<b>Policy: Equality and Diversity</b>		
	<b>Owner: TCS Management Committee</b>		
Drafted	TCS Secretary	January 2019	Version 0a
Approved by	Management Committee	March 2019	Version 1
Next review*	Management Committee	March 2024	

\*Unless required by legislation changes