

## **EQUALITY POLICY**

### ***West Haddon Photo Club***

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#### **POLICY STATEMENT**

West Haddon Photo Club (WHPC) is committed to encouraging equality and diversity amongst our membership, and eliminating unlawful discrimination.

We want all sections of society to feel welcome as members of our club.

This policy's purpose is to:

- provide equality, fairness and respect for all our members;
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation;
- oppose and avoid all forms of unlawful discrimination.

WHPC commits to:

- encourage equality and diversity in the membership;
- create a club environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all members are recognised and valued;
- take seriously complaints of bullying, harassment of any kind, victimisation and unlawful discrimination by fellow members, their guests and invited visitors and any others in the course of the club's activities.

#### **POLICY PROCEDURES**

##### **Responsibilities**

- WHPC committee members have a duty to ensure that any suspected incident, allegation or other manifestation of discrimination is reported using the procedures detailed in this policy.
- WHPC committee members are responsible for the implementation of this policy and to take appropriate action following any expression of concern and make referrals to the police, if appropriate.

## Reporting Procedures

- Any acts contravening the policies described above will be dealt with by a member of the committee on site at the time who will report the complaint as soon as possible to the Chair of WHPC, giving details of the circumstances.
- The Chair will obtain an initial account of what has occurred from all relevant parties, including the person against whom the allegation has been made, where possible.
- Any suspicion or allegation of discrimination must be recorded by the observer/s.
- All stages of the reporting procedure must be documented, marked CONFIDENTIAL and stored securely.

## Allegations against members, their guests or invited visitors

- When any form of complaint is made against a member, their guests or invited visitors, regardless of who the complaint is, it must be taken seriously. The complaint should initially be dealt with by a member of the committee on site at the time the complaint is made.
- The member of the committee must report the complaint immediately to the Chair of WHPC, giving details of the circumstances.
- The Chair will obtain an initial account of what has occurred from all relevant parties, including the person against whom the allegation has been made, where possible.
- The Chair will have the right to suspend from club activities, any person who is a party to the allegation until a full investigation has been made. This applies to a member, their guests or invited visitors.

**Suspension does not imply in any way that the person suspended is responsible for, or is to blame for any acts leading up to the complaint. The purpose of suspension is to enable a full and proper investigation to be carried out.**

- It is the responsibility of the Chair to make the decision as to whether to inform the Police, depending on the nature of the allegation.
- The WHPC committee will co-operate fully with the Police and all other parties involved.
- The Chair will ensure that the WHPC Committee is fully briefed. An agreed statement will be prepared for the purpose of accurate communication with external sources and for the protection of the legal position of all parties involved.
- The Chair will make a full written report of the incident and the actions taken. This report will be stored securely following appropriate data protection legislation.