



COTTENHAM COMMUNITY CENTRE

EQUAL OPPORTUNITIES POLICY

This policy should be read in conjunction with the Community Centre's Constitution which is available via our website.

Cottenham Community Centre is committed to this equal opportunities policy and its practice and ensures that all trustees, volunteers, employees, facility hirers and service users, both actual and potential, are treated equally and as individuals regardless of age, disability, ethnic or national origin, gender, marital or parental status, political belief, race, religion or sexual orientation.

This equal opportunities policy is implemented across all aspects of the organisation's work in:

- the appointment of trustees and officers
- the appointment of staff
- all dealings with volunteers, members, and members of the public

It is everyone's responsibility to adhere to this policy; trustees, volunteers, members and others associated with the organisation. A copy is available on our website.

In implementing this policy Cottenham Community Centre takes account of existing legislation relating to equal opportunities.

1. COMMITTEE

Cottenham Community Centre aims to ensure that the Committee of the organisation (comprising the trustees of the charity) is representative of the membership and that no trustee, or applicant to that position, receives less favourable treatment than another on grounds of age, disability, ethnic origin, marital or parental status, political belief, religion, race, gender or sexual orientation.

The Committee is responsible for ensuring that this equal opportunities policy is properly implemented, monitored and reviewed. The Committee deals with any related complaints or allegations of discrimination.

2. VOLUNTEERS

Cottenham Community Centre ensures that no volunteer receives less favourable treatment than another on grounds of age, disability, ethnic origin, marital or parental status, political belief, religion, race, gender or sexual orientation.



Volunteers working with the organisation are informed of this equal opportunities policy and receive training on equal opportunities issues as appropriate.

3. EMPLOYEES

Cottenham Community Centre is committed to following open recruitment and selection procedures. All vacancies are advertised, and fair and equitable selection processes are followed.

Cottenham Community Centre ensures that no employee receives less favourable treatment than another on grounds of age, disability, ethnic origin, marital or parental status, political belief, religion, race, gender or sexual orientation.

Cottenham Community Centre ensures that the changing and developing needs of employees are recognised and that appropriate adjustments are made to working conditions and/or suitable training is provided.

4. PUBLIC AND SERVICE USERS

Cottenham Community Centre aims to make its buildings and activities open and welcoming to as wide a range of the public as possible. In order to achieve this, Cottenham Community Centre takes steps to remove barriers which prevent potential participants, members and users from having equal access to the organisation's activities. This includes:

- providing facilities for disabled people to enable them to participate fully in activities
- ensuring that the design of publicity material takes account of the needs of disabled people in terms of print, format and information on access
- encouraging and enabling people from under-represented groups to participate in activities

Date Written: December 2009

Last reviewed: November 2023

Date for Review: December 2025

Version 4.0 Adopted at a trustees meeting held on 15th November 2023.

Cottenham Community Centre
High Street
Cottenham
CB24 8RZ

www.cottenhamcc.org

Registered Charity Number: 1128604.