

EQUAL OPPORTUNITY & DIVERSITY POLICY

STATEMENT

The management committee, staff/volunteers, and students of RDC are committed to equality of opportunity in all aspects of their work. We do not accept practices that intentionally or unintentionally discriminate against anyone on the grounds of colour, race, religion, nationality, marital status, gender, sexual orientation, disability, age, or language. RDC recognises that personal relations of respect, trust, honesty, and openness underpin equality of opportunity.

GUIDELINES

The following guidelines for positive action are recommended to provide a framework for the effective monitoring of the policy's implementation.

AIMS

Rochdale Dawah Centre (RDC) is open to all residents of Rochdale.

Our mission is to provide Rochdale with a secure and social regional hub that helps everyone in the community to thrive, free from hardship.

We are inspired by faith to be of service and guidance to all who need us. We aim to ensure that everyone in our community can access the support that they need and is given equal opportunity to thrive.

In particular, we aim to treat visitor, customer, client, staff member, or volunteer equally, regardless of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation

ACCESSIBILITY

All our meetings and events are held in venues that are accessible to wheelchair users at our registered premises. Where visitors with a disability require additional requirements, we will make every effort to ensure appropriate resources and support in place.

We are committed to ensuring any visitor to RDC can attend our activities, so we will reassess our access requirements to meet the needs of new visitors, staff, or volunteers.

DIVERSITY

RDC is a community centre reflective of and governed by the local community. We aim to organise a range of events and activities to suit the interests and meet the needs of a wide variety of people.

RDC is open to new ideas, and particularly prioritise opportunities for residents to share their cultural heritage.

INCLUSION AND RESPECT

Every visitor to RDC should be made to feel equally welcome and included.

Sexist, racist, homophobic, transphobic, or otherwise offensive and inflammatory remarks and behaviour are not acceptable. These constitute harassment and have no place in the Centre.

Dealing with discrimination and harassment

If any visitor feels they have been discriminated against by RDC or harassed at an RDC event they should raise this with the appropriate staff and management committee.

The management board will investigate the complaint, listening to all members involved. (If the complaint is against a committee member, that member will not be part of conducting the investigation).

If the complaint is against a particular individual, this person will have the opportunity to express their point of view, accompanied by a friend. The person making the complaint will also have this opportunity.

If the complaint is against the RDC as a whole, the Committee must work to ensure that such discrimination is not repeated in the future and must inform the members of how they propose to do this.

Any decision to exclude a person from the organisation due to discriminatory or harassing behaviour will be made regarding RDC's governing policy.

RDC will support people who feel they have been harassed or discriminated against and will not victimise or treat them less well because they have raised this.

Student Recruitment:

RDC is open to all children and families who want to join our classes. In publicity for our centre language and visual material will be monitored for a possible offence to, and stereotyping of, people on the grounds of religion, nationality, marital status, disability, sexual orientation, and age.

Staff/volunteers and volunteer recruitment:

There will be a clear Job Description and Person Specifications for each paid post and a clear Role Description for each volunteer placement. The management committee will interview for all posts under the Recruitment Practice policy. The co-ordinator may interview and place volunteers. All recruitment will take place following recruitment best practice.

Application and registration forms will require only the information which is relevant for the course or posts, although other information may be requested for monitoring purposes. Equal Opportunity information will be collated where possible and held confidentially on file for monitoring and inclusion only. This information will not be shared with recruiting staff, except where appropriate in the case of Safeguarding or criminal conviction disclosure.

We are committed to conducting our business with honesty and integrity, and we expect all staff to maintain high standards. However, all charities face the risk of things going wrong from time to time,



or of unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential to prevent such situations from occurring and to address them when they do occur.

If you have any queries concerning Equal Opportunities our designated officer is **Mohammed Towhasir**

Policy Name and Number	RDCEOP01
Effective From	01/01/2019
Version Number and Date	Version 3 January 2021
Designated Person	Mohammed Towhasir (with DBS)
Second Designated Person	Afdal Ali (with DBS)

Revisions

Version Number	Date	Changes	Author (Name and Job Title)
Version 1	01/01/2019	First Written	Afdal Ali
Version 2	01/01/2020	Review	Afdal Ali
Version 3	01/01/2020	Review Removing Whistleblowing Policy Removing Complaints Policy	Afdal Ali