



Urban Green Newcastle Equality and Diversity Policy

Title	Equality and Diversity Policy
Version	1.0
Date of document	November 2021
Owned by	UGN Compliance Committee
Approved by	13/12/21 Compliance Committee
Responsible officer	Jon Riley, Operations Director
Review date	November 2024
Application	Board of Trustees, Directors, Staff, Volunteers, Sessional workers, Agency staff, Students and anyone working on behalf of Urban Green Newcastle.
External or statutory documents	
Key contacts	<p>Designated Equality and Diversity Officer Richard Turner, Business Manager, 0191 814 4577</p> <p>Deputy Volunteering & Engagement Co-ordinator (tel no tbc)</p>

Policy Statement

Urban Green Newcastle is committed to promoting equality and diversity for people who work for us and those who work with us. We aim to create a working environment in which people are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

We aspire to be an organisation where equality and diversity is positively promoted by its trustees, employees, consultants and volunteers. Urban Green Newcastle is committed to ensuring that good management practices and procedures are in place so that:

- We do not discriminate on the basis of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.
- We create a working environment in which people are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

Training and supervision is provided for all personnel (paid and unpaid) to support them to understand their duties in relation to equality and diversity.

The principle of equality and diversity also applies to the way in which we treat our visitors, partners, audiences, suppliers and former staff members.

Procedures for reporting concerns are in place including named individuals to whom reports should be made.

All members of personnel are aware of who are the staff members responsible for the monitoring and implementation of this policy.

This policy is regularly reviewed, evaluated and improved reflecting both legislative changes and recommended good practice.

Responsibilities

Overall responsibility for this policy rests with the Board of Trustees. The Board delegates responsibility to the Compliance Committee to:

- monitor compliance annually via a report by the Operations Director.
- consider and approve changes to the Equality and Diversity Policy and Procedures at 3 yearly intervals or as required by changes to the legislation.

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The Compliance Committee delegates tasks to the Equality and Diversity Officer. The Equality and Diversity Officer is responsible for:

- understanding and communicating obligations under the law.
- identifying potential problem areas or risks.
- producing clear and effective procedures.
- preparing an annual monitoring report for the Board.
- undertaking a 3-yearly review of the organisation's Equality and Diversity Policy and Procedures (or sooner if required by changes in legislation) for approval by Trustees.

All employees, contractors and volunteers who work at Urban Green Newcastle must ensure they not only understand but also act in line with this policy.

Breaches of this policy by an employee may result in disciplinary proceedings in accordance with the organisation's Disciplinary Policy.

Breaches of this policy by a volunteer may result in the termination of the volunteering agreement in accordance with the procedure outlined in the organisation's Volunteer Handbook.

Breaches of this policy by a contractor may result in the termination of the consultancy agreement in accordance with the termination clause therein.

The staff members who are responsible for the implementation of this policy and associated procedures are:

Designated Equality & Diversity Officer: Richard Turner
Business Manager,
0191 814 4577

Deputy: Volunteer & Engagement
Co-ordinator
(Contact details TBC)

Declaration

I confirm I have read and understood Urban Green Newcastle's Equality and Diversity Policy and will act in accordance with it. I am connected with Urban Green Newcastle in my capacity as a:

- Director
- Member of staff
- Volunteer
- Trustee/ management committee member
- Contractor

Signature:

Print name:

Date: