



## Equality and Diversity Policy CSWBL

### 1. Introduction

The responsibility for ensuring equality and diversity among potential and actual service users, volunteers, members and workers rests ultimately with the management committee.

Volunteers, workers and management committee members - are responsible for the implementation of the policy, its observance, monitoring it on an annual basis.

### 2. Statement of Intent

The Czech School without Borders, London recognises that certain individuals and groups are discriminated against on grounds of disability, race, ethnic origin, culture, socio-economic background, gender, sexuality, religion, creed, marital status and age.

The Czech School without Borders, London is committed to working towards eliminating all forms of discrimination both through its own work and through its employment policies and practices.

Recognising that passive policies will not achieve change, the Czech School without Borders, London will, through regular monitoring of policies and practice, take active steps to combat discrimination.

### 3. The Policy

**Service Provision:** Users must have easy access to information about the Czech School without Borders, London's services which may involve making materials available where appropriate in a variety of media, e.g. in large print or electronically.

In particular, all printed materials will be in a minimum of 10pt type. It is also recognised that the Czech School without Borders, London will not be able to meet all the demands made upon its services.

Additionally, it is recognised that there may from time to time be complaints against management committee members, workers, volunteers or the service. Each complaint will be taken to the management committee meeting and addressed.

**Recruitment and Selection:** The Czech School without Borders, London aims to receive the widest response to recruitment of volunteers, workers or management committee members.

All vacancies will be publicised widely. Information sent to potential applicants will include the volunteer or management role description or a job description and a person specification in the case of paid employment and details of the Equality and Diversity Policy.

It will be standard practice to supply information in large print when requested.

**Terms and Conditions:** The Czech School without Borders, London will endeavour to ensure that volunteers, workers and management committee members are not discriminated against through the terms and conditions under which they have been engaged.

Furthermore, the Czech School without Borders, London recognises that from time to time family and social circumstances may change and consequently that management committee members, volunteers or workers may need to change their conditions of work.

The Czech School without Borders, London will attempt, where circumstances and resources permit, to accommodate the needs of those management committee members, volunteers and workers.

**Support:** Volunteers and workers are entitled to support from management committee members.

**Training:** The Czech School without Borders, London recognises that training is an important factor leading to job achievement and opportunity.

When other needs are identified, every effort will be made to ensure that appropriate training is provided.

**Purchasing:** The Czech School without Borders, London will try to ensure that the goods and services it offers are accessible to all groups.

It will not knowingly receive or purchase goods and services from persons which practise discrimination.