

EQUALITY & DIVERSITY POLICY

Woking Miniature Railway Society Ltd

November 2019

Diversity & inclusion statement

Individuals with different cultures, perspectives and experiences are at the heart of the way Woking Miniature Railway Society works. We want to recruit, develop and retain the most talented people as part of our membership, regardless of their background¹ and make best use of their talents.

We seek to develop an environment where we treat all members and guests as individuals, fairly and in a consistent way. We work within the spirit and the practice of the Equality Act 2010 by promoting a culture of respect and dignity and actively challenging discrimination, should it ever arise.

We will continue to support our members to demonstrate the principles of diversity and inclusion in their everyday activities, roles and functions.

¹ This refers to the protected characteristics of sex, gender reassignment, race, disability, age, sexual orientation, religion or belief, marriage and civil partnership and pregnancy and maternity.

Equality and Diversity Policy

1. Purpose

This policy sets out Woking Miniature Railway Society's approach to equality and diversity. Woking Miniature Railway Society is committed to promoting equality and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the Society and enhance the way we work.

Woking Miniature Railway Society aims to be an inclusive organisation, committed to providing equal opportunities throughout our operations.

2. Equality and diversity at Woking Miniature Railway Society

At Woking Miniature Railway Society, we consider that equality means breaking down barriers, eliminating discrimination and ensuring equal opportunities and access for all groups both in membership and our visitors.

We consider diversity to mean celebrating difference and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions which is beneficial not only for the individual but for Woking Miniature Railway Society too.

We acknowledge that equality and diversity are not inter-changeable but inter-dependent. There can be no equality of opportunity if difference is not valued and harnessed.

3. Scope

The rights and obligations set out in this policy apply equally to all members, and also to associated persons such as contractors and visitors.

All members have personal responsibility for the application of this policy and to ensure that this policy is properly observed and fully complied with.

This policy is also of particular relevance to directors, Committee Members and other members concerned with recruitment, training, and face-to-face interaction with visitors.

4. Woking Miniature Railway Society's commitment

Every member is entitled to an environment that promotes dignity, equality and respect for all. Woking Miniature Railway Society will not tolerate any acts of unlawful or unfair discrimination (including harassment) committed against a member, contractor or visitor because of a protected characteristic:

- sex;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race (including ethnic origin, colour, nationality and national origin);
- disability;
- sexual orientation;
- religion and or belief; and
- age.

All members will be encouraged to develop their skills and fulfil their potential and to take advantage of training, development and progression opportunities in Woking Miniature Railway Society.

No form of intimidation, bullying or harassment will be tolerated. If you believe that you may have suffered discrimination because of any of the above protected characteristics, you should consider the appropriateness and feasibility of attempted informal resolution by discussion. You may decide in the alternative to raise the matter through Woking Miniature Railway Society's Committee.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the appropriate procedure. Woking Miniature Railway Society will ensure that individuals who make such allegations in good faith will not be victimised or treated less favourably by Woking Miniature Railway Society as a result.

A person found to have breached this policy may be subject to action, this may range from a Formal Written Warning to Termination of Membership.

Members may also be personally liable for any acts of discrimination prohibited by this policy that they commit, meaning that they can be sued by the victim.

5. When does this policy apply?

This policy applies to all conduct whilst on site and also to conduct outside of the our site that is related to your membership (e.g. at meetings, social events and social interactions with other members) or which may impact on Woking Miniature Railway Society's reputation (e.g. the expression of views on social media, contrary to the commitments expressed in this policy, that could be linked to Woking Miniature Railway Society).

We set out below some specific areas of application:

a) Recruitment

Selection for membership at Woking Miniature Railway Society will be on the basis of aptitude, ability and appropriateness. Where possible, Woking Miniature Railway Society will not capture applicants' diversity demographics as part of this process.

b) Training

You may also be required to participate in training and development activities from time to time, to encourage the promotion of the principles of this policy.

c) During Membership

The benefits, terms and conditions of membership and facilities available to Woking Miniature Railway Society members will be reviewed on a regular basis to ensure that access is not restricted by unlawful means and to provide appropriate conditions to meet the special needs of disadvantaged or under-represented groups.

6. Woking Miniature Railway Society's legal duties

As a Limited Company, Woking Miniature Railway Society is additionally subject to equality duties under the Equality Act 2010. This policy will be reviewed on an ongoing basis by Woking Miniature Railway Society to assess its effectiveness and may be amended from time to time.

ANNEX - types of discrimination

There are various types of discrimination prohibited by this policy. The main types are:

1) Direct discrimination

Direct discrimination occurs where one person is treated less favourably than another because of a protected characteristic set out in this policy. By way of example, refusing membership to someone due to their sexual orientation would be direct discrimination on the protected characteristic of the employee's sexual orientation. Other types of direct discrimination are:

- **Associative discrimination** - this is direct discrimination against someone because they associate with another person who possesses a protected characteristic. For example, a member is discriminated against because his/her son is disabled.
- **Perceptive discrimination** - this is direct discrimination against an individual because others think they possess a particular protected characteristic. For example, where co-workers believe the individual is gay. It applies even if the person does not actually possess that characteristic.

2) Indirect discrimination

Indirect discrimination occurs when an unjustifiable requirement or condition is applied, which appears to be the same for all, but which has a disproportionate, adverse effect on one group of people. This is discrimination even though there was no intention to discriminate. For example, a requirement for UK based qualifications could disadvantage applicants who have obtained their qualifications outside of the UK; this could amount to indirect discrimination on the grounds of race.

3) Victimisation

Victimisation is where a member is treated less favourably than others because they have asserted legal rights against Woking Miniature Railway Society or assisted another member in doing so. For example, victimisation may occur where a member has raised a genuine grievance against Woking Miniature Railway Society and is has their membership removed as a result.

4) Harassment

Harassment is “unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.” It is important to remember that it is not the intention of the harasser but how the recipient perceives their behaviour, which determines whether harassment has occurred.