### **Heritage Open Days Lowestoft - Steering Group - Equality and Diversity Policy**

#### **Aims**

**The Heritage Open Days Lowestoft - Steering Group aims to ensure that all members, meetings and events held under its name have an atmosphere of friendship, respect and care for each other. In particular, we aim to treat all members 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 where possible are held in venues that are accessible to wheelchair users.**

**We are committed to ensuring to the best of our ability that any persons wishing to attend our events, meetings or activities are able to do so. We will reassess our access requirements to meet the needs of new members as necessary.**

#### **Diversity**

**Our group belongs to all members. We aim to organise a range of events and activities to suit the interests and meet the needs of a wide variety of people without discrimination of any form.**

**The group should be open to new ideas, and particularly to prioritise opportunities for the public to share their cultural heritage with one another.**

#### **Inclusion and respect**

**Every member of of the group should be made to feel equally welcome and included at all Heritage Open Day Lowestoft Steering Group meetings and events.**

**Sexist, racist, homophobic, transphobic or otherwise offensive and inflammatory remarks and behaviour are not acceptable. These constitute harassment, and have no place in the Steering Group or within any meetings, events or activities organised or associated by or with it.**

#### **Dealing with discrimination and harassment**

**If any member feels they have been discriminated against by the group or harassed at a group meeting, event or activity they should raise this with the committee.**

**The committee 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 group 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 with reference to the group’s constitution. The group 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.**

**This policy is adopted by the Heritage Open Days Lowestoft - Steering Group and will be reviewed on a continuous basis.**