

EQUAL OPPORTUNITY & DIVERSITY POLICY

STATEMENT

The management committee, staff/volunteers, and students of BU are committed to equality of opportunity in all aspects of their work. We do not accept practices that intentionally or unintentionally discriminate against the 9 protected characteristics. BU 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

Become United (BU) is open to all residents of Greater Manchester.

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 of BU can attend our activities, so we will reassess our access requirements to meet the needs of new visitors, staff, or volunteers.

DIVERSITY

BU 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.

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

INCLUSION AND RESPECT

Every visitor to BU 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 organisation.

Code of conduct

- ✓ **DO** treat everyone with dignity and respect
- ✓ **DO** treat all people equally - show no favouritism.
- ☒ **DO NOT** permit abusive peer activities, e.g.: initiation ceremonies, bullying.
- ☒ **DO NOT** make suggestive remarks or threats to any person.

Dealing with discrimination and harassment

If any visitor feels they have been discriminated against by BU or harassed at an BU 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 BU 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 BU's governing policy.

BU 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.

Inclusion:

BU 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:

BU is committed to fair recruitment. BU welcomes applications from individuals of all backgrounds and are particularly keen to reflect the diversity of the communities we serve. Recruitment decisions are based solely on merit, skills, experience, and potential to contribute to our mission. We ensure that all applicants are treated with dignity and respect, and that no one is disadvantaged or

Become United

discriminated against. Reasonable adjustments are made throughout the recruitment process to ensure accessibility and equal opportunity for all candidates.

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.

RAISING COMPLAINTS

BU takes all concerns and complaints regarding discrimination, harassment, or unfair treatment seriously. All complaints will be handled promptly, confidentially, and with sensitivity.

If you experience or witness behaviour that breaches this policy, you can:

1. **Speak informally** to your line manager, volunteer coordinator, or project lead if you feel comfortable doing so.
2. **Submit a formal complaint** in writing to the **Director** or **Chair of Trustees** via email or letter.
3. **Request a confidential meeting** if you wish to discuss your concern in person.

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

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Policy Name and Number	Equal Opportunity & Diversity Policy
Effective From	01/06/2026
Version Number and Date	Version 5 & 1 June 2026
Review date	1 June 2027
Designated Person	Dewan Choudhury (with DBS)
Second Designated Person	Mohammed Towhasir (with DBS)

Revisions

Version Number	Date	Changes	Author (Name and Job Title)
Version 1	01/06/2022	First Written	Dewan Choudhury Project Manager
Version 2	01/06/2023	Review	Dewan Choudhury Project Manager
Version 3	01/06/2024	Review	Dewan Choudhury Project Manager
Version 4	01/06/2025	Review	Dewan Choudhury Project Manager
Version 5	01/06/2026	Review	Dewan Choudhury Project Manager