



Equal Opportunity and Diversity Policy and Procedures

April 2023

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Registered Charity in England and Wales: 1145910

Greenwich Gurkha Ex-Servicemen Association (GGESA) is a charitable organisation established in 2011 in response to the needs of the Ex-British Gurkha Nepalese community within the Royal Borough of Greenwich, London. GGESA exists to provide a leadership role in representing the views of Ex-British Gurkha and local ethnic minorities and disadvantaged communities. GGESA's goal is to improve the quality of life of the Ex-British Gurkha community in the Royal Borough of Greenwich. The objective is to facilitate the integration and wellbeing of the Ex-British Gurkha community into the broader community within the Royal Borough of Greenwich.

Equal Opportunity and Diversity Policy Statement

Greenwich Gurkha Ex-Servicemen Association (GGESA) is committed to promoting equality and diversity in service delivery, employment and training. GGESA values diversity and encourages fairness and justice. GGESA wants equal chances for everyone to work, learn and live free from discrimination and victimisation. GGESA wants to ensure that its services are accessible, appropriate and delivered fairly to all. GGESA will combat discrimination throughout the organisation and will use its position of influence, wherever possible, to help overcome discriminatory barriers. GGESA shall treat everyone equally and with the same attention, courtesy and respect regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership status, pregnancy and maternity or caring responsibility.

GGESA shall pay due attention to and respect the clauses laid down in the following statutory acts and regulations

- Equal Pay Act 1970 (Amended)
- Race Relations Act 1976

- Sex Discrimination Act 1975
- Disability Discrimination Act 1995
- The Sex Discrimination (Gender Reassignment) Regulations 1999
- Race Relations Amendment Act 2000
- Race Relations Act 1976 (Amendment) Regulation 2003
- Employment Equality (Sexual Orientation) Regulation 2003
- Employment Equality (Religion or Belief) Regulation 2003
- Gender Recognition Act 2004
- Civil Partnerships Act 2004:
- The Employment Equality (Sex Discrimination) Regulations 2005
- Disability Discrimination Amendment Act 2005
- Equality Act 2010
- Racial and Religious Hatred Act 2006
- Employment Equality (Age) Regulation 2006
- The Rehabilitation of Offenders Act 1974;
- The NHS Community Care Act 1990;
- The Asylum & Immigration Act 1996;
- The Human Rights Act Nov 1998;

EQUAL OPPORTUNITY AND DIVERSITY POLICY AND PROCEDURES

This policy applies to all staff, volunteers, management committee members and the trustees.

POLICY

Equality and diversity are central to the work of GGESA. GGESA will treat all people with dignity and respect, valuing the diversity of all. It will promote equality of opportunity and diversity. It will eliminate all forms of discrimination on grounds of race, gender, marital status, caring responsibilities, disability, age, social class, sexual orientation, religion/ belief.

It will tackle social exclusion, inequality, discrimination and disadvantage. For this policy to be successful, it is essential that everyone is committed to and involved in its delivery. GGESA aims to embed this in all its policies, procedures, day-to-day practices and external relationships.

GGESA aims to provide services that are accessible according to need, promote equality of opportunity and diversity in volunteering, employment and development and create effective partnerships with all parts of its community.

GGESA recognises, respects and values diversity in its employees, volunteers and service users.

GGESA's objective is to realise its standards by:

- Sustaining, regularly evaluating and continually improving its services to ensure equality and diversity principles and best practice are embedded in its performance to meet the needs of individuals and groups.
- Working together with the community to provide accessible and relevant service provision that responds to service users' needs.
- Ensuring staff, volunteers and trustees are representative of the community served and the employment policies are fair and robust.
- Responding to volunteer's & employees' needs and encouraging their development to increase their contribution to effective service delivery.
- Recognising and valuing the differences and individual contribution that all people make to GGESA.
- Challenging discrimination.
- Providing fair resource allocation.
- Being accountable.

Whilst recognising that individuals may experience disadvantage on more than one level, GGESA will:

- Offer services fairly to all people, ensuring that anyone in contact with the organisation is treated with respect, making provision for those groups within the community whose needs and expectations are less well met.
- Comply with all legislation dealing with discrimination and the promotion of equality, following the codes of practice issued to support this legislation.
- Ensure all employment policies procedures, guidelines and circulars reflect and reinforce the organisation's commitment to equality and Diversity.
- Ensure mechanisms are in place for responding to complaints of discrimination and harassment from employees and the public.
- Encourage disadvantaged groups and individuals to participate in the community activities.
- Make this policy known to all committee members, employees, job applicants, local community people and partner organisations.
- Operate procurement practices and partnership arrangements that ensure others commissioned to provide services for the organisation to have similar policies that cover equal opportunities.
- Periodically review the Equal Opportunities policy.

PROCEDURES

Responsibility for Implementation

This policy covers the behavior of all people employed or volunteering in GGESA or using the services and sets out the way they can expect to be treated in turn by GGESA. The overall responsibility for ensuring adherence to and implementation of this policy lies with the staff and the management committee as well as the trustees.

Method of Implementation

GGESA intends to implement this policy by:

- Ensuring that it is a condition of paid employment in GGESAI.

- Ensuring that the Management committee, volunteers and users are made aware, understand, agree with, and are willing to implement, this policy. All staff and volunteers will be given a copy of this policy as part of their induction.
- Actively encouraging staff, management committee and volunteers to participate in anti-discriminatory training and making time and resources available for such training.
- Monitoring the services, publicity and events provided by GGESA, to ensure that they are accessible to all sections of the population and do not discriminate and taking active steps to ensure that participation is representative.

Monitoring and Reviewing

GGESA has declared its commitment to establishing, developing, implementing and reviewing a policy of equality of opportunity and Diversity. Effective record keeping and monitoring, and acting on information gathered, are essential in order to measure effectiveness and plan progress.

We are also committed to reviewing our policy and good practice annually.

Chairman's Signature: H K Mall

Policy revised and updated date: April 2023

Next date for Policy Review: April 2024



Adults Safeguarding Policy and Procedures

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Policy Statement

Greenwich Gurkha Ex-Servicemen Association (GGESA) is committed to ensuring that vulnerable people who use the services of GGESA are not abused and that working practices minimise the risk of such abuse. GGESA trustees, project steering committee members, paid staff, volunteers, sessional workers and anyone working on behalf of Greenwich Gurkha Ex-Servicemen Association (GGESA) have a duty to identify abuse and report it.

Definition

Vulnerable adults are people who are over 18 years of age and who participate in various events organised by GGESA including housing and welfare benefits consultation meetings, health and healthier living consultation meetings, excursions, trainings, yoga and keep fit classes, cookery clubs etc.

Vulnerable adults may be unable to take care of themselves and unable to protect themselves from harm or exploitation by other people.

Abuse can include:

- physical,
- financial,
- material,
- sexual,
- psychological,
- discriminatory,
- emotional abuse
- neglect.

Abuse can take place in any setting, public or private, and can be perpetuated by anyone.

Rights & Responsibilities

Responsibilities of GGESA's trustees:

- To ensure staff and volunteers are aware of vulnerable adults' need for protection.
- To notify the appropriate agencies if abuse is identified or suspected.

- To support and where possible secure the safety of individuals and ensure that all referrals to services have full information in relation to identified risk and vulnerability.
- To Disclosure and Barring Services (DBS) check staff and volunteers that have access to or work with Vulnerable Adults

Responsibilities of staff and volunteers:

- To be familiar with the vulnerable adult protection policy
- To take appropriate action in line with the policy of GGESA
- To declare any existing or subsequent convictions.

Support for those who report abuse.

All those making a complaint or allegation or expressing concern, whether they are staff, volunteers, beneficiaries &/or service users should be reassured that:

- They will be taken seriously.
- Their comments will usually be treated confidentially, but their concerns may be shared with the appropriate authorities if they or others are at significant risk.

The Vulnerable Adult has the right:

- To be made aware of this policy
- To have alleged incidents recognised and taken seriously.
- To receive fair and respectful treatment throughout
- To be involved in any process as appropriate
- To receive information about the outcome

We are also committed to reviewing our policy and good practice annually.

Chairman's Signature: H K Mall

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Next date for Policy Review: April 2024