



## EQUALITY, DIVERSITY AND INCLUSION POLICY

### Purpose

The Third Age Trust states that local u3as must adopt an Equality, Diversity and Inclusion policy.

For Definitions of aspects of discrimination, please see Page 4.

### Aims of this policy

This policy has been drawn up to comply with the Equality Act 2010 insofar as is reasonably possible. The Act stipulates that organisations cannot treat someone unfairly on the basis of what it calls 'protected characteristics, which are:

1. ethnic origin, nationality (or statelessness) or race
2. age
3. religion or belief (including the absence of belief)
4. marital or civil partnership status
5. sexual orientation
6. pregnancy
7. gender reassignment
8. sex
9. disability

Caterham and District u3a will strive to ensure that members do not experience discrimination on the basis of these protected characteristics. This will be carried out by the Caterham and District u3a Committee Members and group leaders endeavouring to ensure equal access to groups and events, and monitoring the behaviour between members.

With regard to item 9 of the protected characteristics, ie disability, The Equality Act highlights that organisations need to consider what 'reasonable adjustments' can be made in order to accommodate those who may have particular needs. Caterham & District u3a is limited in its ability to accommodate disabilities, including the more severe, but will assess each individual's requirements as and when the need arises.

For a Caterham & District u3a group to be able to properly assess their ability to address individual needs, it is important that the first step is for the member to contact the organiser to see what is possible.

The Caterham u3a will always accommodate an essential carer with the member if the member indicates at the time of booking the necessity for one, and there are also two places available at the time of the request.



## Statement

The Caterham and District u3a will make sure that all new and established members are aware of our policies and procedures in relation to equality, diversity and inclusion, and accessibility as well as Member Code of Conduct

Whilst we are committed to making sure that the Caterham and District u3a is as inclusive and welcoming as possible, we are limited in our ability to be so on the grounds of practicality in many areas. These include, but are not limited to:-

1. Some group activities are held in private homes, where access may not be possible.
2. Our members, group leaders and Committee members do not have broad and adequate training to manage the potentially wide variety of disabilities
3. Our insurance does not cover manual handling, lifting of individuals or any personal hygiene care.

## Practical approaches to inclusion

### Venues

Venues used by Caterham and District u3a for general activities and meetings have been selected where possible to allow for the following:

- o Accessible for wheelchair users
- o Access to PA system
- o Parking and disabled parking available
- o Disabled toilet facilities available

### Information:

Caterham and District u3a members who do not use the internet or have email facility, will be contacted by phone or by post to advise them of activities, membership renewal, and other necessary information.

### Monitoring:

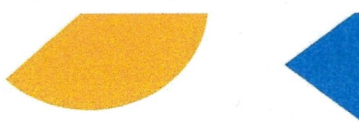
Caterham and District u3a utilises the Beacon database for members' personal records. The database does not currently facilitate review of the diversity of the membership, hence monitoring diversity is not compliant with GDPR.

### Tasks and Roles:

**Committee members, Group Leaders and New Members' Officer** to liaise with the Welfare Officer and the Groups Coordinator if they are informed of any members having specific needs, or have concerns regarding individuals and their needs.

**The Welfare Officer** to attend New Members' meetings in order to assess the needs of individuals. In addition the actual individual with specific needs, their carer, the New Members' Officer, Committee members and Group Leaders are encouraged to notify the Welfare Officer of individuals who have specific needs. Each individual with specific needs is assessed with specific reference to any group they wish to join or are already a member of, or any event that they wish to attend. The Welfare Officer will inform and liaise with the Groups Coordinator and the Social Coordinator, if and when appropriate.

The **Groups Coordinator** will liaise with the Welfare Officer and ensure that new Group Leaders are made aware of any disability issues relative to their particular needs.



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The **Groups Coordinator** will liaise with the Welfare Officer and ensure that new Group Leaders are made aware of any disability issues relative to their particular needs.

The **Social Coordinator** will liaise with the Welfare Officer and then inform any individual on the Social Committee who is organising the social event, if and when appropriate

**Individual members with specific needs**, attending any Group or Event within the Caterham and District u3a must advise the Group Leader or Event Organiser of any particular requirements prior to attending a meeting or activity.

**Carers** will be allowed access to Groups and Events to accompany the individual requiring their assistance without needing to be a member of Caterham and District u3a.

### Advertising Vacant Administrative Roles

To ensure a wide range of members have their voices heard by encouraging more members to take on roles, e.g. Group Leaders and Committee positions. Committee vacancies will be advised for the AGM.

### Input and Feedback from members

A suggestion box is on display at all general Caterham and District u3a meetings to allow the members to give their suggestions (anonymously if they wish) for improvement to the Caterham and District u3a, or to comment on problems experienced within the Caterham and District u3a.

### Code of Conduct

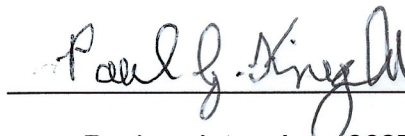
Caterham and District u3a has a member code of conduct. The code of conduct outlines that members should abide by the u3as policies and procedures as well as treating each other with dignity and respect. This would include not acting in a way that would be deemed discriminatory or offensive. This is the way all members should behave with each other, regardless.

### Dealing with discrimination and harassment

Where Caterham and District u3a Committee become aware of any discriminatory practice or harassment, the committee will seek to address this through consultation with all parties concerned and, where necessary, through invoking formal procedures.

If any member of Caterham and District u3a feels they have experienced or witnessed discriminatory behaviour or harassment, this should be reported to the Committee. Any matters of concern will be reviewed by the Committee and a decision will be made, in line with the u3a's constitution and formal procedures, as to what steps will be taken to address the issue.

Signature



This policy was adopted: June 2026

Review date: June 2027

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## Definitions

**Equality** is about ensuring that every individual has an equal opportunity to make the most of their lives and talents and believing that no one should have poorer life chances because of where, when or whom they were born, or because of other characteristics. Promoting equality is about behaving in a way that tackles inequalities, aiming to ensure that all members are treated fairly, and do not experience discrimination.

**Promoting diversity** is about recognising that everyone is different and creating an environment that values members and ensuring that the u3a Movement is as accessible as possible to different groups within the community.

**Inclusion** is about positively striving to meet the needs of different people and taking practical steps to ensure members feel respected.

**Direct Discrimination** is when a person is treated less favourably because of their ethnic origin, nationality (or statelessness) or race, age, disability, religion or belief (including the absence of belief), marital or civil partnership status, sexual orientation, pregnancy, gender reassignment, political belief.

**Indirect Discrimination** occurs when a condition or requirement is applied equally to all groups of people but has a disproportionately adverse effect on one particular group.

**Harassment** is unwanted conduct related to 'protected characteristics' that has the purpose or effect of violating a members dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment is also unwanted conduct of a sexual nature which has that same purpose or effect.

**Victimisation** occurs when a member is treated less favourably than others in the same circumstances because he or she has made a complaint or an allegation of discrimination, harassment or bullying or given information regarding such a complaint or allegation.