

**Policy Enforcement**

All incidents of **direct discrimination** are will be dealt with under the complaints procedure.

Incidents of **indirect discrimination** will be investigated to determine whether they should be dealt with under the complaints procedure

Incidents of **victimisation** or **harassment** will be dealt with in accordance with the [One Kegworth] complaints procedure, Where incidents of victimisation and harassment are proven, the issue will be dealt with by the management committee.

Any volunteer, including Management Committee member, found to be in breach of this policy will be counselled on his/her actions and may, where necessary, be removed from the [One Kegworth] volunteer register.

Any member of the management committee or volunteer of One Kegworth found in breach of this policy will be counselled on their actions and may, where necessary, be asked to leave One Kegworth

Any service user found in breach of this policy will, where appropriate, be counselled on their actions and may, where necessary, and appropriate action will be taken.

**Monitoring**

The Organisation regards the collection/analysis of data as vital in informing change and improving performance. Where appropriate, statistics on the One Kegworth services will be collected and analysed in relation to equality and diversity matters. We will review volunteer turnover and seek information on reasons for leaving.

The management committee will review annually equality of opportunity relating to the Organisation services. Recruitment and selection procedures for volunteers will be monitored and reviewed annually to ensure that they do not operate against the Equal and Diversity Policy.

If appropriate action will be taken to encourage wider take up of volunteering, and community use of its services.

Where it appears that there may have been or there is a breach of the policy, the management committee will investigate the circumstances and action will be taken to counter any proven breach of policy.

If it is found that the policy is excluding or discouraging volunteers or restricting service users, the management committee shall take action to re-adjust the policy.

Signed: [Signature] [Signature]

Date: 11/03/19

Review Date: 1-03-20