



## SWVG Policy / Guidance

### Equality and Diversity

SWVG is committed to equality and diversity in its activities, and to equality of opportunity for people who are involved as members, supporters, volunteers and staff.

SWVG commits itself to the following actions:

1. To observe all relevant legislation and not to discriminate against people or harass anyone on the grounds of age, sex, gender (including transgender), race (including colour, nationality and ethnicity), disability, faith, sexual orientation or any other 'protected characteristics' as defined in the Equality Act 2010.
2. To make meetings, activities, publications (print and digital) and all other services accessible to people with disabilities and welcoming for all sections of the local communities.
3. To use images and language which reflect the diversity of the communities in the area and, in particular, of people with lived experience of seeking asylum in the UK.
4. To take immediate appropriate action on any examples of discriminatory or abusive behaviour connected with SWVG, intentional or not.
5. To ensure that paid employment or volunteering opportunities are advertised publicly, and that all applicants are treated fairly with selection made on the basis of aptitude and ability using explicit criteria.
6. To treat employees (if any) and self-employed contractors working with SWVG fairly, and provide equal opportunities in relation to any of the payment or benefits (e.g. training) related to their role with SWVG.
7. To foster an environment for all staff, volunteers and people who use our services in which the contribution and needs of everyone are fully valued and recognised, and no form of intimidation, bullying or harassment is tolerated.
8. To review the diversity of the Trustee board annually.
9. To review this policy and its implementation annually at a meeting of trustees.
10. To set up monitoring systems compatible with the types of activities undertaken in SWVG and the sensitivities of people with lived experience of seeking asylum, to ensure that we reach a diverse range of communities in those we work with, our volunteers, members, and supporters.



To support those who work with SWVG, whether as employees, freelancers or volunteers, to comply with this policy, SWVG

1. Requires employees, freelancers and regular volunteers, to undertake appropriate training before they start on asylum issues, and SWVG’s ethos and how we work. This includes equalities.
2. Any employees, freelancers or regular volunteer must state their commitment to equalities and agreement to comply with this policy,
3. SWVG uses the following mechanisms to bring volunteers up-to-date with changes in the law, SWVG policies and practice on equalities and all other matters:
  - Support groups.
  - Discussion at general meetings
  - Weekly Notices
  - Covering topics on member pages of website
  - Encouraging volunteers to take responsibility for their own learning e.g. by looking at Home Office website

SWVG wants both volunteers and the people who they work with to have a good experience. Sometimes, problems can occur after someone has been trained. So each asylum-seeker who uses SWVG’s services receives contact details of their volunteer and how to contact SWVG if they have any concerns about their volunteer.

**Version control**

		Notes
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Who approved it (normally trustees, but minor changes may be by owner or relevant Group)	<i>Trustees</i>	
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