

Open House Festival

DIVERSITY AND INCLUSION POLICY-VOLUNTEERS

1. ABOUT THIS POLICY

- 1.1 Open House Festival is committed to ensuring fairness and recognises the need for Diversity and Inclusion within its recruitment of volunteers

2. WHY WE HAVE THIS POLICY?

- 2.1 Open House Festival is committed to being a diverse and inclusive organisation. Open House Festival seeks to promote a harmonious working environment for all its volunteers in an organisation where the dignity and self-esteem of individuals are important. Any behaviour which may cause offence to a member of staff or volunteer because of their disability, gender, marital status, religious belief, political opinion, age, race, colour or sexual orientation is not acceptable. We are committed to providing equal opportunities to our volunteers and to taking steps to ensure our volunteers are protected from discrimination
- 2.2 Although the 2010 Equality Act is not applicable to volunteers, Open House Festival are committed to ensuring that we adhere to the core messages – ensuring volunteers are treated equally and free from discrimination, including protection against harassment and rights to accessibility.
- 2.3 The Trust is dedicated to ensuring that, wherever possible, its volunteering opportunities are accessible and are a positive experience for all volunteers, regardless of their background, characteristics, ideas and beliefs.
- 2.4 Open House Festival's aim for volunteers is to:
- open up opportunities to a larger pool of potential volunteers, funders and supporters
 - recruit volunteers with different backgrounds, cultures and career fields who bring a broad range of skills, expertise and knowledge
 - involve a broad section of each community

3. RESPONSIBILITIES

- 3.1 All staff and volunteers are responsible for ensuring that they are non discriminatory and respectful in their practices. This includes using non



discriminatory language and being sensitive to cultural differences in body language and behaviour.

- 3.2 All staff and volunteers are expected to adhere to our policies including the diversity and inclusion policy
- 3.3 In promoting volunteering opportunities, Open House Festival should use images that reflect a diverse range of volunteers and should ensure that they publicise volunteer roles to a broad range of agencies, including local community and specialist support organisations where appropriate.
- 3.4 Where a volunteer has indicated that they come from a protected characteristic (such as having a disability), Open House Festival staff must assess whether reasonable adjustments to their volunteer role are required. Open House Festival Staff should act in a timely manner and work with the volunteer to assess whether adjustments can reasonably be made. However, the 'reasonableness' should be measured against the resource, cost and safety implications for what an organisation of its size should reasonably provide. Volunteers are not expected to assess reasonable adjustments but are expected to adhere to adjustments made.
- 3.5 Staff and volunteers should not disclose any sensitive personal information relating to a volunteer's personal characteristics without prior permission of the volunteer,

4. REASONABLE ADJUSTMENTS

In relation to	Reasonable Adjustment
Disability	<p>If a volunteer declares that they have a disability, even if they are already engaged in volunteering activity, a reasonable adjustment assessment should be carried out by the Open House Festival Health and Safety Officer.</p> <p>A risk assessment may need to be carried out depending on the nature of the disability.</p> <p>Risk assessments should be done by Open House Festival staff, not volunteers.</p> <p>An adjustment assessment is recommended for declared disabilities</p>



	<p>which could put a volunteer's safety at risk</p> <p>The staff member should discuss with the volunteer what additional support, if any, would be required for them to undertake their volunteer role.</p> <p>The decision on whether a role is suitable for a volunteer lies initially with the person recruiting for that volunteer role. Concerns should be referred to the Volunteer Manager.</p>
Gender	<p>Some religions have clear guidelines on etiquette between men and women, e.g. in Orthodox Islam, Muslim women will not be allowed to mix with men unless they are a blood relation.</p> <ul style="list-style-type: none"> - The tasks and activities expected to be carried out by a volunteer must be detailed clearly at recruitment stage i.e. in the role description and at interview. - It is a voluntary decision for a potential volunteer to take up any role - Individuals are entitled to withdraw their interest at any time upon hearing about any aspect of the volunteering activity.
Pregnancy & maternity	Staff should always assess and manage the risks posed by pregnancy
Race, ethnic or national origins, colour or nationality	Staff should respect national holidays for people of all beliefs
Religion/belief	Open House Festival should respect and provide reasonable adjustments for food (Halal, vegetarian etc), religious festivals (when scheduling volunteering activity), and providing quiet spaces for prayer or religious days. Volunteers may have belief systems (e.g. Veganism or Vegetarianism) which staff must respect.

