



**LETCWORTH EDUCATIONAL SETTLEMENT**  
**229 Nevells Road, Letchworth Garden City, SG6 4UB**  
**Registered Charity No 311085**

## **EQUALITY, DIVERSITY & INCLUSION POLICY**

### **Purpose of policy**

At the Settlement we are committed to encouraging equality, diversity and inclusion. We want everyone using the Settlement to feel safe and respected. We recognise the importance and benefit of an environment in which equality, diversity and inclusion are promoted. We aim to support and celebrate differences and to foster an inclusive community.

### **Scope of policy**

Our policy covers all Settlement users. For the avoidance of doubt, users include our Members, learners, tutors, hirers, staff, trustees, volunteers, visitors, and our contractors and advisers.

### **Statement of policy**

We aim to treat all Settlement users with equal respect, regardless of any personal characteristics.

We do not discriminate because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex or sexual orientation<sup>1</sup>, or political belief and class or socio-economic status.

We will work towards increasing the diversity of our users and those involved in running the Settlement to reflect that of our local community.

### **Commitments**

- We value our users and we will do all we can to create a welcoming environment, treat them in a respectful manner and ensure they are made to feel equally welcome and respected.
- We require our users to treat each other with respect and dignity, and to recognise and value individual differences.
- We will not tolerate any form of harassment or intimidation, including inappropriate, violent or abusive behaviour or offensive and inflammatory language, remarks and behaviour.
- We will provide support in constructively tackling any form of harassment or intimidation.
- We will raise awareness of equality, diversity and inclusion issues.
- We will offer training to staff and trustees.
- We will encourage our contractors, advisers and other partners to respect our policy.
- We require all our learners to comply with our Learner Charter.
- If any user has a specific access or other requirement, we will make every effort to accommodate it. We will respond positively to any requests for improving access and make reasonable adjustments where possible.

### **Dealing with complaints**

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<sup>1</sup> Protected characteristics in the Equality Act 2010

- We will take any complaints about discrimination or harassment very seriously.
- Any user who feels they have not been treated in accordance with the standards set out in this policy can raise a complaint under the process set out in the Settlement's Complaints policy.
- The Complaints policy is available on the Settlement website.

**Review**

We will review the policy on an annual basis.

Review date: May 2025