



RIVERSIDE MINIATURE RAILWAY®

## Equality, diversity and inclusion policy

Riverside Miniature Railway Club is committed to encouraging equality, diversity and inclusion among our members, and eliminating unlawful discrimination.

The aim is for our volunteers to be truly representative of all sections of society and for our customers and volunteers to feel respected and able to give their best.

Riverside Miniature Railway Club - in providing services and facilities - is also committed against unlawful discrimination of customers or the public.

### Our policy's purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all our volunteers, at any time.
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics 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
  - sexual orientation

### Our commitments

Riverside Miniature Railway Club commits to:

1. Encourage equality, diversity and inclusion in our club as they are good practice and make business sense
2. Create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all volunteers are recognised and valued.

This commitment includes informing volunteers about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include volunteers conducting themselves to help Riverside Miniature Railway Club provide equal opportunities in the club, and prevent bullying, harassment, victimisation and unlawful discrimination.

All volunteers should understand they can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their volunteering, against fellow volunteers, customers, suppliers and the public

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow volunteers, customers, suppliers, visitors, the public and any others in the course of the clubs activities.

Such acts will be dealt with as misconduct under the club's disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to expulsion from the club.

Further, sexual harassment may amount to a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development and progress available to all volunteers, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the club.

### Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by the RMRC committee and volunteers

## RMR – Disciplinary Procedure

This procedure is designed to ensure consistent and fair treatment of Club members in any disciplinary matter. Minor breaches of club rules will be dealt with informally. A more serious breach of club rules or failure to meet the required standards in regard to conduct will result in action being taken according to the procedure given below. At all stages a member has the right to representation, if he or she so wishes.

• **STAGE 1 - Informal Verbal Warning** For less serious offences, the member will in the first instance receive an informal, verbal warning from a member of the Committee. A permanent note of the verbal warning (the date the warning was given, the nature of the offence and which committee member issued the warning) will be made in the club files.

• **STAGE 2 - Formal Written Warning** A further failure or more serious offence will justify a formal warning in writing from the Committee following an investigation in which the Committee has heard the member's case. The warning will state that the member will be liable to further disciplinary action if they fail to meet the required standards regarding conduct. A copy of the written warning will be kept in the club files.

• **STAGE 3 - Final Written Warning or cancellation of Membership** In the event of a further failure after a formal written warning or for extremely grave offences, the Committee, after a full investigation of the circumstances, including a hearing of the member's case, will take a final decision on the appropriate disciplinary action. In determining what action is appropriate, the Committee will take into account the member's previous record and warnings as well as the gravity of the immediate offence and the circumstances surrounding it. Disciplinary action at this stage can take the form of a final written warning, or cancellation of Club membership. This decision will be given in writing, to the member. A copy of the committee's decision and the letter sent out will be kept in the club files.

**Suspension – Gross Misconduct** will be regarded as being so serious as to render a member liable to be suspended from the club while the committee investigate the alleged offence.

The following offences, if committed whilst at the club or representing the club are (non-exhaustive) examples of behaviour that will normally be regarded as gross misconduct:

- Making false statements in regard to matters affecting membership
- Attempting or actually achieving bodily injury to another person
- Deliberate acts of discriminatory behaviour contrary to the Club's Volunteer Policy
- Stealing or malicious damage to the property of other members/visitors or of the club
- Breach of our Safeguarding Policy

**Right of Member to Appeal** - A member who wishes to appeal against a disciplinary decision must inform the Committee in writing, within ten days, stating their case.

