



## **Equal Opportunity and Diversity Policy**

**We are committed to creating an environment at the Patchworking Garden Project in which individual differences and the contributions everyone makes are recognised and valued. Everyone at the Project is entitled to be in an environment that promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated. It is our aim to ensure that all volunteers, hosts and committee members are treated with respect and dignity and that a positive image is promoted at all times. We retain the right to ask anyone to leave the project who does not treat others at the project with dignity and respect in line with this policy.**

The responsibility for ensuring equality and diversity rests ultimately with the trustees and management committee. Volunteers and management committee members - are responsible for the implementation of the policy, its observance, monitoring it and reporting on its operation to the Trustee Board on a regular basis.

Volunteers must have easy access to information about our services and policies which may involve making materials available where appropriate in a variety of media, e.g. in large print or electronically. In particular, all printed materials will be in a minimum of 10pt type. There will be a drawn up and publicly available list of priorities for the project which will be reviewed at least annually.

The project aims to receive the widest response to recruitment of volunteers, management committee members or trustees. All vacancies will be publicised on our website. Information sent to potential applicants will include the volunteer, trustee or management committee role description.

Support volunteers are entitled to support from the project and this will be facilitated by the Trustee Board.

The project recognises that training is an important factor in leading to job opportunity and achievement and opportunity. Induction training is particularly important and will be made available to all volunteers. When other needs are identified, every effort will be made to ensure that training is provided.