



Pimlico Toy Library (PTL)
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EQUALITY AND DIVERSITY POLICY

This policy aims to outline Pimlico Toy Library's (PTL) commitment to ensuring equality of opportunity and equal treatment for staff (permanently employed and those temporarily employed or contracted), members/service users, volunteers and trustees in terms of employment and access to services; and to provide guidance on anti-discriminatory practice. This policy is non-contractual. PTL is committed to providing services which embrace diversity and promote equality of opportunity.

Pimlico Toy Library strives to:

- Encourage equality of opportunity for all people;
- Eliminate any conditions, procedures and individual behaviour that can lead to discrimination even where there was no intent to discriminate;
- Offer services fairly to all people, ensuring that anyone in contact with PTL is treated with respect;
- Comply with all legislation dealing with discrimination and the promotion of equality;
- Ensure all employment policies, procedures and guidelines reflect and reinforce our commitment to equality;
- Ensure mechanisms are in place for responding to complaints of discrimination and harassment from staff, volunteers and the public;
- Make this policy available to all staff, volunteers, members/service users, trustees and partner organisations.

Scope

This policy applies specifically to discrimination and equality of opportunity in respect of 'protected characteristics' as defined in the Equalities Act 2010:

- Age
- Disability
- Race
- Sex
- Religion or cultural beliefs
- Gender reassignment
- Marital status and civil partnership
- Sexual orientation
- Pregnancy and maternity

Our commitment to anti-discriminatory practice relates to all kinds of discrimination. This includes but is not limited to:

- Direct discrimination - where someone is treated less favourably than another because they have a protected characteristic;

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Last updated: 08/02/2016

- Indirect discrimination – when a requirement or a condition is applied which has a detrimental effect on a particular group or individual;
- Associative discrimination – direct discrimination against someone because they associate with a person who has a protected characteristic;
- Perceptive discrimination - direct discrimination against someone because others think they have a protected characteristic even if they do not possess that characteristic;
- Harassment – unwanted conduct related to a protected characteristic which violates a person’s dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them;
- Third party harassment – potential liability for the harassment of staff by others such as clients or service users;
- Victimisation – when someone is treated badly because they have made or supported a complaint under the Equalities Act or it is thought that they have done so.

Responsibilities

Overall responsibility for the implementation and regular review of this policy lies with the trustees. They will ensure that all equal opportunities issues are appropriately handled. Day-to-day responsibility for ensuring that staff and volunteers comprehend and implement this policy is delegated to Pimlico Toy Library’s Co-ordinator.

Pimlico Toy Library values its staff, volunteers, trustees and members/service users, and expects them to be treated in a respectful manner. Accordingly, all have a responsibility to treat others with dignity and respect.

Operational Guidelines

Accessibility

Pimlico Toy Library will take all reasonable steps to ensure its employment arrangements and services are accessible. This will include, wherever reasonably practicable, making specific access arrangements for users with disabilities or learning difficulties, or any other protected characteristic which may apply. PTL will attempt to ensure that none of its policies discriminate directly or indirectly against any group or individual, and strive to use communication methods that are appropriate, accessible and sensitive.

Employment

Pimlico Toy Library aims to promote equality and diversity as an employer and to ensure that no job applicant or employee receives less favourable treatment or is disadvantaged by conditions or requirements that cannot be shown to be justifiable in the context of the policy. Selection, recruitment, training, promotion and employment practices will be subject to regular review to ensure that they comply with this policy.

Data Collection

Pimlico Toy Library complies with the requirement of the Data Protection Act. Any data, either qualitative and/or quantitative, required in order to monitor the requirements or the impact of the Equalities Act 2010 will be collected where it is reasonable, proportionate and practical to do so.

Data on users/members including gender, age, race and disability data provided on PTL’s membership agreement form may be collated and provided to funders/potential funders as well as used for PTL’s monitoring and evaluation of its services.

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Other guidance

All staff, volunteers and members/service users will be responsible for the implementation of this policy as it applies to their roles and responsibilities or interaction with the organisation.

Pimlico Toy Library will not accept harassment, abuse, or intimidation of, or by, its staff, volunteers, trustees or members/service users. All incidents, and reporting of incidents, will be treated seriously and dealt with in accordance with relevant policies.

Serious breach of these guidelines may lead to disciplinary action being taken against staff, withdrawal of services to members/users, or withdrawal of volunteering opportunities.

Contact details

We are available to listen and take seriously all comments, praise, or complaints in relation to diversity and equality at Pimlico Toy Library. Please contact Maggie Harper on 020 7834 3356 or ptlcharity@gmail.com, or alternatively, issues can be raised directly to the Chair of Trustees, Max Stanford – mtr.stanford@gmail.com.