**MARLOW FM EQUALITY & DIVERSITY POLICY  
updated 10 February 2021**

**Statement of intent**

Marlow FM is committed to equality and diversity. Marlow FM is open to all over the age of 18 regardless of colour, disability, ethnic origin, sex, gender reassignment, HIV status, marriage and civil partnership, nationality or national origins, race, religion or beliefs, responsibility for dependents, sexual orientation, pregnancy and maternity. We will not tolerate attitudes and behaviour that amount to discrimination on these grounds.

All volunteers will be made aware of the contents of this policy as part of the Volunteer Agreement.  
 **Inclusion and respect**

Every volunteer should be made to feel equally welcome and included at Marlow FM.

Sexist, racist, homophobic, transphobic or otherwise offensive and inflammatory remarks and behaviour are not acceptable. These constitute harassment and have no place at Marlow FM.

Equality and diversity is about accepting people’s differences and creating an environment in which all can thrive and contribute. Marlow FM is committed to ensuring that all feel valued, that the skills and talents of individuals are recognised and fully utilised and that the environment at Marlow FM is productive and rewarding. Marlow FM is a place where there is respect for difference in culture and experience.

**Dealing with discrimination and harassment**

Marlow FM is aware of how people can be subject to harassment on a wide variety of grounds and take many forms. Harassment is a physical, verbal or non-verbal action which is unwelcome, unwanted and offensive to the recipient and has the effect of violating their dignity and creating an intimidating, hostile, degrading, humiliating or offensive atmosphere for that person. This can include embarrassing or offensive jokes, unwelcome physical contact or sexual advances, the expression of racist, homophobic etc views, lewd comments and innuendo and sending offensive text messages.

The Marlow FM Directors are responsible for implementing this policy and upholding its principles in everything it does.

**Procedures**

We will make sure that:

* We promote respect for other people and treat everyone fairly
* Every volunteer at Marlow FM is able to work in a positive and accepting environment where they are safe from harm, abuse, harassment and intimidation
* Volunteers recognise and challenge prejudice and discrimination
* We monitor what we do to meet any legal requirements and so that this policy is implemented properly and understood by all
* We take incidents, including those of harassment and bullying, seriously
* Any issues of inequality, harassment or discrimination should be reported to the HR Director in the first instance. You many also use the process outlined in the grievance policy. The HR Director will take any compliant seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your compliant is both untrue and made in bad faith.

The procedures laid out in this policy are with regard to legislation defined by the Equality Act 2010; Human Rights Act 1998; Protection from Harassment Act 1997, Asylum and Immigration Act 1996 and 1999