



Horsforth Climate Action - Equality and Diversity Policy.

Date 27/11/25

Review date: November 2027

Horsforth Climate Action values diversity and is committed to promoting equal opportunities for all who work for, volunteer with, participate in or benefit from its activities.

This policy outlines HCA's commitments to equality and diversity with the intention to respond to our core values and to the spirit of legislation as well as any legal duties. To this end, HCA operates under the principles of equal opportunity and will not tolerate any form of behaviour or activity that discriminates without proper justification because of a protected characteristic as defined by the Equality Act 2010.

HCA seeks to recruit steering group members, volunteers, participants in activities and reach out to people reflecting this diversity and reflecting the diversity of our local population. We value the individual contributions of all people, and we are committed to drawing on the different perspectives of individuals who will add value to the way we operate.

This policy is written with good intention to meet our aims, with an awareness of currently being a small, largely voluntary group with corresponding capacity.

1. Policy Principles.

This policy is intended to enable HCA to promote an environment in which equality can be developed and embedded in our practices and applies to all those involved in HCA.

- 1.1 HCA will promote equality of opportunity to all steering group members, volunteers, participants in activities and members of the public as much as is realistic and appropriate within the constraints of a small organisation.
- 1.2 Our policy will be reflected in the delivery of our activities and information, and the interaction with those formally involved and the public.
- 1.3 HCA will take reasonable steps to ensure people we work with are aware of and observe the Equality and Diversity Policy of HCA. It is the responsibility of any other organisations we work with to ensure that providers/visitors behave appropriately towards all members of HCA and that no discrimination takes place. HCA reserves the right to refuse to work with any other organisation who do not operate within the standards of this policy.
- 1.4 This policy should be read in conjunction with HCA's policies and procedures.



2. Implementation – principles into practice

This section of the policy sets out our commitment to equal opportunities and what we hope to achieve.

2.1 Widening participation.

- All reasonable steps will be taken to work with disadvantaged groups, people or areas of Horsforth who may have limited opportunity to engage with climate related activities or information.
- All reasonable steps will be taken to recruit volunteers and participants from all sections of the community in Horsforth.
- We will involve other community groups in planning and developing our work.
- As much as is within our capacity we will make our activities available in a range of locations and at different times of the week or day.
- As much as is within our capacity, we will customise our activities to meet diversity of needs.
- As our capacity increases, we will aim to develop projects which attract members of the Horsforth population not yet reached.

2.2 Activities

- We will distribute information and deliver activities taking account of access needs.
- Our activities will be free at the point of entry.
- As capacity and membership rises, increased activities will take place across Horsforth at different times.
- Mutually respectful relationships will be maintained with other organisations and sections of the Horsforth population, characterised by negotiation and partnership.
- We will provide an appropriate response to the individual support needs of volunteers and participants.

2.3 Feedback, complaints and concerns

- We will periodically seek feedback from the paid worker, steering group, volunteers and participants in our activities.
- We will develop clear and well understood procedures for making and dealing with complaints and conflicts.
- We will monitor and evaluate feedback and complaints and take all reasonable steps to address common issues.

2.4 Staff recruitment, selection, Induction and Professional Development

- Employment opportunities are advertised locally / city wide, as appropriate. All job opportunities will be outlined through clear and transparent job descriptions and person specifications.
- All recruitment and selection processes will be free from bias and discriminatory practice.



- All staff employed will receive an induction programme which enhances their potential for success within the job role.
- Effective equal opportunities training will be provided for staff and periodic updating in response to changes in legislation or other reasons.
- All staff will be made aware of their responsibility for implementing HCA's Equality and Diversity policy and that they have a legal and moral responsibility not to discriminate against an individual or group of individuals.
- We will make reasonable adjustments to our working practices and publicly available information so that HCA is as inclusive and accessible to all as is currently possible.
- We will communicate this policy to relevant partners with a view to ensuring they act in accordance with it when working with HCA.

2.5 Information and advice

- We will take all reasonable measures to ensure that information and publicity materials contain inclusive imagery in relation to diversity.
- We will work towards providing information in alternative formats.

3. Monitoring, Evaluation and Review.

We do not currently collect any specific data in relation to equality and diversity and do not normally run activities where it is appropriate to do so.

- We will informally monitor the diversity of volunteers and participants.
- We will record when we do specific work with diverse groups in the local community.

4 Responsibilities

The Steering group has overall strategic responsibility for ensuring HCA fulfils its commitments within this policy. To this end the Steering group will:

- Set the tone, standards and expectations of workers, volunteers, and participants across HCA by leading by example to influence the culture of the organisation, modelling the commitments and behaviour to bring this policy to life.
- Ensure the commitments are being actively pursued, within the capacity of a small organisation, with appropriate monitoring to review whether this policy is working effectively.
- Biannually review the organisation's approach to providing equal opportunities and embracing diversity and provide strategic direction in the consideration of changes or improvements.