



Equal Opportunities Policy

CORA (Community of Reading & Artistry) Book Club

Introduction

The Community of Reading & Artistry (CORA) Book Club is committed to promoting equality and diversity and ensuring that all staff and volunteers are treated fairly and with respect. This policy outlines our commitment to equal opportunities and our procedures for preventing discrimination.

Legislation

This policy is in accordance with the following legislation:

- **Equality Act 2010:** Protects individuals from discrimination based on protected characteristics, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- **Human Rights Act 1998:** Protects the rights and freedoms of individuals.

Policy Statement

CORA Book Club is committed to:

- Promoting equality of opportunity for all persons
- Preventing unlawful discrimination in employment and volunteering
- Fostering good relations between people from diverse backgrounds

Scope

This policy applies to all staff and volunteers of the CORA Book Club.

Principles

1. **Non-Discrimination**
 - No staff or volunteer will be treated less favourably on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
2. **Equal Opportunities in Employment and Volunteering**

- Recruitment, selection, training, promotion, and all other employment and volunteering decisions will be based on merit and the needs of the organisation.
 - Job specifications and role descriptions will be reviewed regularly to ensure they are essential and relevant to the role.
- 3. Training and Development**
- All staff and volunteers will receive training on equal opportunities to ensure awareness and understanding of their rights and responsibilities.
 - Opportunities for training and career development will be available to all staff and volunteers, without discrimination.
- 4. Reasonable Adjustments**
- CORA Book Club will make reasonable adjustments to accommodate the needs of disabled staff and volunteers.
- 5. Dignity and Respect**
- All staff and volunteers are expected to treat each other with dignity and respect.
 - Any form of bullying or harassment will not be tolerated and will be dealt with promptly and effectively.

Reporting and Complaints

- Any staff or volunteer who feels that they have been subject to discrimination should report the matter to the Book Club Coordinator.
- All complaints will be treated seriously, promptly, and confidentially.
- The Book Club Coordinator will investigate complaints in line with the club's grievance procedures.

Monitoring and Review

- This policy will be monitored regularly to ensure it is working in practice.
- The policy will be reviewed annually to ensure it remains compliant with current legislation and continues to meet the needs of the CORA Book Club.

Contact Information

For any questions or further information regarding this policy, please contact:

Book Club Coordinator Email: info@cora-bookclub.co.uk Phone: 07520640928