# Swaffham & District u3a

Registered Charity number 1087677 Website: swaffhamu3a.org
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# EQUALITY, DIVERSITY AND INCLUSION POLICY

*Swaffham & District u3a is a charity which enables members in their third age to share educational, creative and leisure activities. Members of each u3a draw upon their knowledge, skills and experience to teach and learn from each other (peer to peer learning).*
*We recognise that some people may experience discrimination and harassment and we are committed to making sure that Swaffham & District u3a is as inclusive and welcoming as possible.*

**Aims of this policy**

This policy has been drawn up to comply with the Equality Act 2010. Swaffham & District u3a will strive to ensure that members do not experience discrimination on the basis of their
• ethnic origin, nationality (or statelessness) or race
• age
• disability
• religion or belief (including the absence of belief)
• marital or civil partnership status
• sexual orientation
• pregnancy
• gender reassignment
• sex

This will include ensuring equal access to groups and behaviour between members (see also Code of Conduct) and by Swaffham & District u3a Committee Members and group leaders.

In accordance with the Equality Act we will review the reasonable adjustments needed for all members and individual members with particular needs on an ongoing basis. Where necessary, the Committee will seek guidance and additional support from the u3a Regional Council Members or u3a National Office.

**Practical approaches to inclusion: Conduct**

Swaffham & District u3a will make sure all new members are aware of our policies and procedures in relation to equality, diversity and inclusion and accessibility as well as the Member Code of Conduct. A brief outline of conduct is on each application form and full details of all our policies are clearly displayed and signposted on our website.

**Practical approaches to inclusion: Meetings, Activities and Venues**

Where possible Swaffham & District u3a will make reasonable adjustments and take practical steps to ensure a wide range of people can participate in our activities and meetings by:

• Giving consideration to the time of day of meetings and their location
o Where possible use venues accessible to wheelchair users
o Where possible use venues with access to a PA system and a hearing loop
o Give preference to venues with parking and disabled parking available
o Where possible use venues with disabled toilet facilities available

**Practical approaches to inclusion: Communication and Recruitment**

o We use a a variety of methods and platforms to communicate externally and raise the profile of the u3a, including leaflets, posters, our website, Facebook and regular articles in local magazines and newspapers.
o Where possible we make communications available to those who don't have access to the internet via Group Leaders and peer information. For our AGM we post all necessary documentation to those without internet.
o We use a range of images that reflect the local community, varying gender and ethnicity of members depicted.
o We hold open events, offer free taster sessions of group activities (subject to availability) and a free attendance to a monthly meeting to see what is on offer. We also offer a regular meeting for new members to familiarise themselves with everything that is on offer.

o We encourage all members to assist with recruitment via word of mouth to neighbours, friends and relatives.
o We liaise with Men's Groups, such as the Men's Shed to encourage groups that may be under-represented.
o We manage growth and Group Activities to ensure, where possible, that new members can be accommodated.

**Practical approaches to inclusion: Monitoring Membership:**
o Swaffham & District u3a will monitor the numbers of members who join, re-join and leave each year in order to identify any trends in membership. We conduct exit questions for those who wish to leave and have a Suggestion Box at meetings and on our website.
o We review the membership regularly and seek to ensure that the u3a remains attractive and accessible to all.

**Practical approaches to inclusion: Tasks and Roles**
o We ensure a range of people get their voices heard by encouraging more members to take on roles such as leading groups.
o The Groups Coordinator will ensure that new Group Leaders are made aware of issues in relation to accessibility and what steps they may need to take in meeting access requirements. Each group will be reviewed on an individual basis as certain groups may require a certain level of fitness or mobility and members need to be made aware of this in advance.
o Swaffham & District u3a will offer induction and training around equality, diversity and inclusion to Committee Members and Group Leaders on an ongoing basis.

**Code of Conduct**
Swaffham & District u3a has a member code of conduct. The code of conduct outlines that members should abide by the u3as policies and procedures as well as treating each other with dignity and respect. This would include not acting in a way that would be deemed discriminatory or offensive.

**Dealing with discrimination and harassment**
Where Swaffham & District u3a Committee become aware of any discriminatory practice or harassment, the committee will seek to address this through consultation with all parties concerned and, where necessary, through invoking formal procedures.
If any member of Swaffham & District u3a feels they have experienced or witnessed discriminatory behaviour or harassment, this should be reported to the Committee. Any matters of concern will be reviewed by the Committee and a decision will be made, in line with our Constitution and Policy procedures, as to what steps will be taken to address the issue.
*This policy was reviewed October 2026. Date for future review October 2027*
See **EDI Appendix 1** for definitions of terminology See also **Code of Conduct**