

3HEART MINISTRY

Equal Opportunities and Diversity Policy

Version 1.0 | Approved by Trustees on 30.04.25 Review Date: 30.04.26

1. Purpose

The purpose of this policy is to promote equality of opportunity and inspire diversity in all aspects of 3Heart Ministry's work, including our services, employment practices, and volunteer recruitment. We aim to ensure that everyone – regardless of race, gender, disability, age, religion, belief, sexual orientation, or any other characteristic – is treated with fairness, dignity, and respect.

2. Scope

This policy applies to:

- Trustees, employees, volunteers, and contractors of 3Heart Ministry.
- All service users and individuals who engage with 3Heart Ministry in any capacity, including those who access our services, attend events, or participate in activities.
- Our partners, affiliates, and stakeholders.

3. Our Commitment

3Heart Ministry is committed to:

- Providing equality of opportunity and fair treatment for all individuals.
- Creating a welcoming environment where people from diverse backgrounds are valued and respected.
- Promoting diversity by encouraging participation from all sectors of society, and ensuring that people feel empowered to contribute without fear of discrimination or harassment.
- Ensuring that everyone is given equal access to opportunities and services, without being disadvantaged by any form of discrimination, bias, or unfair treatment.
- Addressing and eliminating any discriminatory practices or barriers to access, participation, and progression within our charity.

4. What We Mean by Equal Opportunities

Equal opportunity means that:

- Every person, irrespective of their background or personal characteristics, has the same chance to participate in our activities, access services, and be considered for employment or volunteering roles.
- No one should be treated less favourably on the grounds of race, ethnicity, gender, sexual orientation, disability, age, religion, belief, or other protected characteristics, in any aspect of their relationship with 3Heart Ministry.

5. What We Mean by Diversity

Diversity refers to the recognition, understanding, and valuing of differences. At 3Heart Ministry, we believe diversity enhances the vibrancy and strength of our charity. This includes recognising and celebrating differences in:

- Race, ethnicity, and national origin.
- Gender, sexual orientation, and gender identity.
- Disability (physical, sensory, learning).
- Age, socio-economic status, and life experience.
- Beliefs and views.

We encourage a wide range of people to get involved and aim to create an environment where everyone feels welcomed and valued.

6. Responsibilities

- Trustees have ultimate responsibility for ensuring compliance with this policy and will ensure that all charity practices promote equality and diversity.
- All members of 3Heart Ministry are responsible for ensuring that all staff and volunteers understand and adhere to this policy. They must also promote and support inclusive practices within their teams and areas of responsibility.
- Staff and Volunteers must treat everyone with respect and dignity, promoting equality and diversity in their day-to-day roles. They should report any concerns or breaches of this policy.

7. Recruitment and Employment Practices

In line with this policy, 3Heart Ministry will ensure that:

- Recruitment processes are open, transparent, and inclusive, providing equal access to all candidates regardless of their background.
- Job descriptions, advertisements, and interviews do not contain biased language or requirements that could exclude certain groups.
- We take steps to support staff with disabilities or other access needs.
- Staff and volunteers are encouraged to engage in ongoing learning about diversity and inclusion, including through training and development opportunities.

8. Reporting and Handling Complaints

3Heart Ministry has a process in place for handling complaints related to discrimination or unequal treatment:

- Any individual who believes they have experienced or witnessed discrimination should report it to our DSL: Gemma Smith-Alexander
- Complaints will be treated seriously, confidentially, and investigated promptly.
- If the complaint is upheld, appropriate action will be taken to address the issue, including training, mediation, or disciplinary action where necessary.
- For serious concerns, individuals may escalate their complaint to the Charity Commission or another appropriate external body.

9. Monitoring and Review

We will monitor the effectiveness of this policy by:

- Gathering feedback from staff, volunteers, and service users to assess how well we are promoting equality and diversity.
- Conducting regular reviews of our recruitment, services, and operations to ensure that no barriers to access or participation exist.
- Reviewing the diversity of our workforce, volunteers, and service users regularly.
- Reviewing and updating this policy every two years or sooner if required by changes in law, regulation, or charity activities.

Approved by:

Chair of Trustees

30.04.25