

## **Optimi Equality and Diversity Policy**

### **Aim**

The aim and purpose of this policy is to ensure that no-one is excluded from becoming a Trustee because of issues relating to equality and diversity. We also recognise that we serve clients from a wide range of backgrounds, ethnicities and countries and the Trustee board seek to respect and benefit from these associations.

Although this Policy refers to Trustees and potential Trustees, the same principles are applied to current and potential clients of Optimi and other associates.

### **Accessibility**

All Trustee meetings are held either virtually or in venues that are accessible to wheelchair users. Virtual meetings use a platform that ensures speech to text-on-screen is available for those who have difficulty with hearing or who prefer this feature. Seating arrangements for face-to-face meetings are made with hearing impaired Trustees in mind.

When face-to-face meetings take place, car-sharing is arranged including for Trustees who can only attend if they bring a carer.

We are committed to ensuring that Trustees of Optimi are able to participate fully in meetings, so we will reassess our access requirements to meet the needs of new Trustees.

### **Diversity**

Trusteeship of Optimi is not limited by religious, social, cultural or personal factors.

Optimi should be open to new ideas, and diversity in the Trustee board is beneficial in this respect.

### **Inclusion and respect**

All Trustees are made to feel equally welcome and included at all meetings.

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

### **Dealing with discrimination and harassment**

If any Trustee feels they have been discriminated against or harassed during Optimi business, they should raise this with another Trustee with whom they feel comfortable in discussing such issues.

The complaint will be investigated, listening to all those involved. (If the complaint is against one specific Trustee, that person will not be part of the investigation).

If the complaint is against a particular individual, this person will have the opportunity to express their point of view. The person making the complaint will also have this opportunity.

If the complaint is against Optimi as a whole, the Trustee board will work to ensure that such discrimination is not repeated in the future, with specific steps detailed of how they propose to do this.

Any decision to exclude a person from the organisation due to discriminatory or harassing behaviour will be made with reference to the Optimi's constitution. Optimi will support people who feel they have been harassed or discriminated against and will not victimise or treat them less well because they have raised this.

*See also Optimi's Complaints Policy*