

Equality and Diversity
Checklist for County/Island Federations

The NFWI Equality and Diversity Policy, the NFWI statement for federations and WIs and this checklist can be found in My WI.

This checklist relates to activities you organise or oversee within your Federation.

For equality and diversity issues relating to employment please refer to the HR department at NFWI.

	Things to think about	Comment/Action
1	Commit to the principles of equality and diversity by adopting the NFWI Equality and Diversity statement.	
2	Appoint someone to be responsible for equality and diversity issues in the federation. <i>This is someone, probably a trustee who is aware of the statement and keeps a watching brief on E & D issues.</i>	
3	Commit to discussing E & D issues regularly and cascading any information to all federation sub-committees and WIs.	
4	Ensure that venues used for Federation events/classes are accessible. <i>Consider disabled access, signage and how easy it is to find, public transport, travelling time and distance, and include this information in any publicity.</i>	
5	Ensure your Federation provides a variety of events suitable for all members irrespective of social, economic or educational backgrounds.	
6	Ensure that your publicity and communications with members is accessible, inclusive and diverse.	
7	Ensure that demonstrators/speakers you use in the federation reflect and support diversity.	
8	Be aware of making assumptions about abilities and backgrounds as well as literacy and numeracy skills.	
10	<ul style="list-style-type: none"> a. Provide courses and classes at a variety of levels of ability. b. Ensure, for instance, that beginner's classes are genuinely for beginners. 	
11	<ul style="list-style-type: none"> a. Set up a complaints procedure for E&D issues. b. Ensure that any complaints are dealt with promptly in accordance with the NFWI Appeals and Complaints procedure. This is found in <i>My WI</i> > Essential Information >Key Documents 	