



GRAVESHAM PRIDE CIC

# GOVERNANCE HANDBOOK



**Our Handbook. Our Community. Our Pride.**

This handbook brings together the information, guidance and policies that help us run Gravesham Pride CIC with integrity, inclusion and pride.

**Together we create a stronger, more inclusive Gravesham.**



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# Welcome to our handbook

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## Welcome to the Gravesham Pride CIC Governance Handbook.

This handbook brings together everything that guides how we work together. It reflects who we are, what we believe and how we create safe, inclusive and welcoming experiences for our community.

It sets out our purpose, our values and the governance arrangements that help us make good decisions, act with integrity and deliver Pride events and projects that celebrate diversity and promote equality.

Whether you're joining us as a director, volunteer, contractor or partner, we're delighted you're here. Your role is important and together we can continue to grow a stronger, more inclusive Gravesham.

**Together, we create Pride.**



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## SECTION ONE

# 01

# Our Organisation.

This section introduces who we are, why we exist and what drives us to create safe, inclusive and joyful spaces for our community.

**This is our story. This is our purpose.  
This is Gravesham Pride.**



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# About Gravesham Pride CIC

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**Gravesham Pride CIC is a Community Interest Company run by volunteers for the benefit of the LGBTQIA+ community and our allies in Gravesham and beyond.**

We exist to create safe, inclusive and joyful spaces where everyone can be themselves, connected and celebrated.

Everything we do is guided by our values, our commitments and our belief that Pride belongs to all of us.

## Who we are

A not-for-profit Community Interest Company established to promote equality, diversity and inclusion through Pride events, projects and year-round activity.

## What we do

We organise and deliver inclusive events, activities and projects that celebrate diversity, build connection and promote equality for our community.

## Why we exist

Because everyone deserves to feel welcome, valued and able to live openly and proudly. We challenge discrimination, champion equality and stand against hate.

## What makes us different

We are community led, values driven and passionate about making a difference. We listen, collaborate and always put our community at the heart of everything we do.



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## OUR PURPOSE

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**We exist to  
celebrate,  
support and unite  
our LGBTQIA+  
community and  
allies in  
Gravesham.**

We believe in a future where everyone can be themselves, feel welcome and live with dignity, respect and pride.

We create safe, inclusive and joyful spaces through events, projects and activities that bring our community together and strengthen connections.

**Together we create a stronger, more inclusive Gravesham.**



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## OUR VISION

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**A Gravesham  
where everyone  
can live, love  
and be proud.**

A community where diversity is celebrated,  
inclusion is the norm and everyone belongs.



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## OUR MISSION

**To create, connect  
and empower  
through inclusive  
events, projects  
and community  
action.**

### **We create**

safe, welcoming and accessible spaces where everyone can be themselves.

### **We connect**

people, groups and organisations to build a stronger, more supportive community.

### **We empower**

our community by amplifying voices, celebrating diversity and supporting inclusion.

### **We act**

with integrity, compassion and accountability in everything we do.

### **We celebrate**

Pride all year round and inspire positive change in Gravesham and beyond.



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## OUR VALUES

**Our values**  
guide every  
decision, every  
action and  
everything we  
do.

### INCLUSIVE

We welcome everyone and celebrate diversity.  
We create spaces where all identities are seen, heard and respected.

### RESPECTFUL

We treat every person with kindness, dignity and respect, always.

### ACCOUNTABLE

We treat every person with kindness, dignity and respect, always.

### COMMUNITY FOCUSED

Our community is at the heart of everything we do.  
We listen, collaborate and put people first.

### PROUD

We are proud of who we are, what we stand for and the community we build together.



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## OUR COMMITMENTS

# Our commitments are the promises we make to our community and to each other.

They guide how we plan, deliver and review everything we do, ensuring Gravesham Pride remains inclusive, safe, impactful and accountable.

### Pride is not for profit

Gravesham Pride exists for the community, not for profit. Our front of march will **never** be for sale by corporate sponsors. We do not believe in creating environments that support financial segregation. We will **never** charge to attend our events and we will **never** have VIP areas or privileges. **Pride is for everyone. Always.**

### Inclusion for all

We are committed to creating spaces where everyone feels welcome, valued and able to fully take part, regardless of identity, background or ability.

### Equality and fairness

We are committed to challenging discrimination and inequality in all its forms and to promoting fairness, dignity and equal opportunity for all.

### Safety and wellbeing

We are committed to the safety and wellbeing of our community, volunteers, visitors and partners at every event and in every activity.

### Community empowerment

We are committed to amplifying voices, supporting local talent and empowering our community to lead, shape and benefit from everything we do.

### Accountability and integrity

We are committed to being open, transparent and accountable in our decision making, our actions and the use of the resources entrusted to us.



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## WHY ARE WE A CIC?

# Why we are a Community Interest Company.

Gravesham Pride CIC is a not-for-profit organisation set up to benefit the community. By operating as a Community Interest Company (CIC), we lock our assets and profits back into our mission.

**It ensures that everything we do is for the public good, now and in the future.**

### Created for community benefit

Our primary purpose is to advance education, promote equality, celebrate diversity and build stronger, more inclusive communities in Gravesham and beyond.

### Not for private profit

Any surplus we generate is reinvested directly into our events, projects and initiatives. No profits are distributed to directors, members or shareholders.

### Accountable and transparent

As a CIC, we are accountable to our community. We operate with openness, integrity and responsibility in everything we do.

### Protecting our purpose

The CIC structure legally locks our assets and our mission, ensuring that Gravesham Pride will always exist for the community, not for private gain.

### Building a legacy

We are here for the long term. Being a CIC gives us the foundation to grow sustainably, collaborate widely and create lasting positive change.



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## SECTION TWO

# 02

# Our Governance.

**Strong governance builds trust, ensures transparency and protects the future of Gravesham Pride.**

This section explains how we are structured, how decisions are made and how we remain accountable to our community and true to our purpose.

**Governance is not just about rules. It is about responsibility, integrity and our commitment to each other.**



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## OUR GOVERNANCE

**A clear structure.**

**A strong foundation.**

**A shared purpose.**

Our governance framework shows how Gravesham Pride is organised, led and accountable to our community.

Each layer supports the one above it, ensuring we remain focused on our purpose, make good decisions and deliver meaningful impact.

**Good governance connects our community, our leadership and our actions.**

### Our Community

At the heart of everything we do.  
We exist to serve, represent and support our community.

### Community Interest

As a Community Interest Company (CIC), our decisions are guided by the needs and interests of our community.

### Articles Of Association

Our founding document.  
It sets out our purpose, rules and the boundaries within which we operate.

### Board Of Directors

The Board provides strategic leadership, oversight and accountability. We are collectively responsible for the success and sustainability of Gravesham Pride.

### Policies & Procedures

Our policies guide how we work, manage risk and uphold our values.  
They ensure consistency, fairness and compliance.

### Volunteers & Committees

Our volunteers and committees bring our mission to life.  
They support delivery, operations and community engagement.

### Events & Projects

Our events and projects create impact, celebrate diversity and build a stronger, more inclusive Gravesham.



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## OUR GOVERNANCE

# Our Constitution.

Every organisation needs a strong foundation.

**Our Constitution** is that foundation.  
It explains how Gravesham Pride CIC is governed, how decisions are made and the responsibilities we all share as Directors.

Our **Articles of Association** are the legal rules that govern Gravesham Pride CIC. They are registered with Companies House.

This chapter explains those Articles in plain English, helping us understand not just what they say, but how we put them into practice every day.

Together, they help us protect our organisation, our volunteers, our community and the future of Gravesham Pride.

**Good governance is how we care for our community, today and for the future.**



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## OUR GOVERNANCE

# Being a Community Interest Company (CIC).

### More than a legal structure.

A Community Interest Company (CIC) is a special type of company created for organisations that exist to benefit their community.

We didn't choose to become a CIC because it was the easiest option.

We chose it because it reflects who we are. Gravesham Pride exists to create positive change for LGBTQIA+ people, their friends, allies and the wider community across Gravesham and the surrounding areas. Everything we do is guided by that purpose.

Being a CIC means we are committed to putting community benefit before private gain and making decisions that support the long-term future of our organisation.

### What Being a CIC Means

As a Community Interest Company, we:

- exist to benefit our community rather than private individuals
- operate on a not-for-profit basis, reinvesting any surplus back into our work
- are accountable for the decisions we make and how we use our resources
- are regulated under Community Interest Company legislation
- must demonstrate that our work continues to provide genuine community benefit

### Why It Matters

Being a Community Interest Company gives our volunteers, partners, funders and community confidence that Gravesham Pride exists for the right reasons.

It demonstrates our commitment to transparency, accountability and responsible governance while protecting the purpose for which our organisation was created.



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## OUR GOVERNANCE

# Our Asset Lock.

One of the most important features of being a Community Interest Company (CIC) is the Asset Lock.

It ensures that everything we build together belongs to the community, now and in the future.

Our assets are not owned by any individual.

They are held for the benefit of our community and the purpose of Gravesham Pride.

### What this means

If Gravesham Pride CIC were ever to close, any remaining assets cannot be shared between Directors or Members.

Instead, they must be transferred to another organisation that exists for community benefit and shares similar aims and values.

### Why it matters

The Asset Lock protects our community.

It ensures that the time, energy, passion and resources invested in Gravesham Pride will always be used for good.

### How we put this into practice

This principle is built into our Articles of Association and cannot be changed. It is a legal commitment to our community and to the future of our work.



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## OUR GOVERNANCE

# Our Purpose.

Our purpose is at the heart of everything we do.

It is defined in our **Articles of Association** and guides every decision we make as a Board.

Gravesham Pride exists to create positive change for LGBTQIA+ people, their friends, allies and the wider community.

We are committed to promoting equality, inclusion, visibility and wellbeing through celebration, education and community action.

### What this means

Our purpose is more than words on paper.

It is the reason Gravesham Pride CIC exists and the standard by which we measure our work.

### Why it matters

A clear purpose keeps us focused, accountable and true to the community we serve.

It helps us make decisions that create lasting benefit and reflect our values.

### How we put this into practice

We refer to our purpose in our planning, decisions and evaluations.

If something does not support our purpose, it is not the right thing for Gravesham Pride.



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## OUR GOVERNANCE

# Our Board of Directors.

Our Board is made up of people who are passionate about our mission, our values and our community.

As Directors, we are collectively responsible for leading Gravesham Pride CIC with care, integrity and accountability.

We bring different experiences and perspectives to the table, but we share one purpose, creating a Pride that is inclusive, accessible and free for everyone.

Every Director has an equal voice.

Together, we make decisions in the best interests of Gravesham Pride and the community we serve.

### What this means

The Board provides strategic leadership and overall direction for our organisation.

We are not involved in the day-to-day delivery of events or operations unless the Board decides it is appropriate.

### Why it matters

A strong and diverse Board ensures good governance, sound decision-making and long-term sustainability.

It builds trust with our volunteers, partners, supporters and the wider community.

### How we put this into practice

We work together, challenge constructively and support each other to achieve our shared goals.

We act in the best interests of Gravesham Pride CIC at all times.



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## OUR GOVERNANCE

# Meetings and Quorum.

Our Articles of Association set out how we hold meetings, what a quorum is and how decisions are made.

These rules ensure our Board of Directors can make valid decisions that are fair, accountable and in the best interests of Gravesham Pride CIC.

### Why we hold meetings

Board meetings give Directors the opportunity to discuss, decide and provide strategic oversight of the organisation. Meetings ensure we share information, consider risks and opportunities and make decisions together in line with our purpose and values.

### Our quorum

The quorum for Board meetings is **THREE** Directors.

This means a minimum of three Directors must be present, either in person or virtually, for the meeting to be quorate and for decisions to be valid.

### How decisions are made

When a meeting is quorate, decisions are made by a majority of those Directors present and voting. In the event of a tie, the Chair of the meeting has a casting vote.

### If a meeting is not quorate

If a meeting does not have the required quorum, no formal decisions can be made. The meeting may still share information and discuss items, but decisions must be deferred until a quorate meeting can take place.

### Why this matters

Having a quorum protects the legitimacy of our decisions, ensures fair representation and helps us meet our legal obligations as a CIC.



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## OUR GOVERNANCE

# Decision Making.

Our Articles of Association set out how decisions are made at Board meetings and the principles that guide our decisions.

These rules help us make fair, clear and accountable decisions that are in the best interests of Gravesham Pride CIC and the communities we serve.

### What our articles say

Decisions at Board meetings are made by a majority of those Directors present and voting. In the event of a tie, the Chair of the meeting has a casting vote.

### What this means for us

Every Director present has an equal voice and one vote. If there is a tie, the Chair decides the outcome. This ensures decisions can always be made and meetings are productive.

### Why it matters

This approach ensures decisions are fair, democratic and clear. The casting vote prevents deadlock and helps the Board move forward in the best interests of the organisation.

### How we put this into practice

We ensure all Directors have the opportunity to contribute to discussions before decisions are made and we record decisions clearly in meeting minutes.

We follow this approach for all decisions unless our Articles or the law state otherwise.

### Example

If four Directors are present and voting and the vote is split **2-2**, the Chair will use their casting vote to decide the outcome.



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## OUR GOVERNANCE

# Directors' Duties.

Our Articles of Association require Directors to act in the best interests of Gravesham Pride CIC and to carry out their role with care and integrity.

These duties are a legal responsibility and are essential to good governance and to maintaining the trust of our community and stakeholders.

The Articles state that Directors must:

- Act within the powers set out in the Articles.
- Promote the success of the Company.
- Exercise independent judgement.
- Exercise reasonable care, skill and diligence.
- Avoid conflicts of interest.
- Not accept benefits from third parties.

**Directors must always act in the best interests of Gravesham Pride CIC.**

### What this means for us

Directors must act honestly, responsibly and in the best interests of the organisation at all times. You must use your skills and experience to help guide and strengthen Gravesham Pride CIC.

### Why it matters

These duties protect the organisation, our community and our reputation. They help ensure that decisions are made responsibly and that resources are used for the benefit of our purpose and community.

### How we put this into practice

- We familiarise ourselves with our duties.
- We make decisions in the best interests of the organisation, not individuals.
- We declare any conflicts of interest and step back from related decisions.
- We act with care, skill and diligence in all aspects of our role.

### Example

If a decision could benefit a Director personally or an organisation they are connected to, they must declare the conflict, leave the discussion and not take part in the decision.



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## OUR GOVERNANCE

# Appointing Directors.

Our Articles of Association set out how new Directors are appointed to the Board.

This ensures the Board has the right skills, experience and values to lead Gravesham Pride CIC.

A clear and fair process helps us build a strong, diverse and effective Board.

The Articles state that:

- New Directors are appointed by the existing Board of Directors.
- Appointments must be made at a Board meeting.
- The Board can appoint any individual who is suitable to help achieve our purpose.
- All Directors must agree to act in accordance with our Articles and duties.

### What this means for us

The Board decides who to appoint based on the skills, experience, commitment and values needed to strengthen our leadership.

We aim for a Board that reflects the diversity of our community.

### Why it matters

Having the right Directors ensures good governance, better decision making and strong leadership.

A fair and transparent process builds trust and protects our reputation.

### How we put this into practice

- We identify the skills and experience we need on our Board.
- We invite nominations or recommendations.
- We discuss and agree appointments at a Board meeting.
- We inform the new Director of their duties and responsibilities.
- We welcome and support new Directors to help them contribute effectively.

### Example

If we need someone with experience in finance, we may invite nominations from our community. After review and discussion, the Board votes to appoint the person who best meets our needs.



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## OUR GOVERNANCE

# Removing Directors.

Our Articles of Association set out how Directors can be removed from the Board.

This ensures there is a clear and fair process if a Director is no longer able or suitable to continue in their role.

A fair process protects the organisation, the Board and the individual Director.

The Articles state that:

- Directors may be removed by a decision of the Board.
- The decision must be made at a Board meeting.
- The Director must be given a reasonable opportunity to make representations before a decision is made.

### What this means for us

If a Director is not fulfilling their role, or their continued involvement is no longer in the best interests of Gravesham Pride CIC, the Board can act. We must follow a fair and respectful process at all times.

### Why it matters

Having a clear process protects the organisation and maintains trust and confidence in our leadership.

It ensures decisions are fair, consistent and in the best interests of the community we serve.

### How we put this into practice

- Concerns about a Director's performance or conduct are raised with the Chair.
- The Board agrees to consider removal and provides written notice to the Director.
- The Director is given a reasonable opportunity to respond.
- The Board meets to discuss and decide.
- The decision and reasons are recorded in the meeting minutes.
- The Director is informed of the decision in writing.

### Example

If a Director is repeatedly absent from meetings without good reason and not fulfilling their responsibilities, the Board may decide that their removal is in the best interests of Gravesham Pride CIC.



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## OUR GOVERNANCE

# Changing Our Articles.

Our Articles of Association set out how Gravesham Pride CIC is run.

They can only be changed in the way set out in the Articles and in accordance with the law.

This ensures changes are carefully considered, agreed fairly and recorded properly.

The Articles state that:

- The Articles state that:
- Our Articles can only be changed by a resolution passed at a General Meeting.
- A special resolution is required.
- At least 75% of members must vote in favour of the change.
- The change must be filed with Companies House if required.

### What this means for us

Changing our Articles is a big decision that requires strong support from our members. This protects the organisation from changes being made too easily or without proper agreement.

### Why it matters

Our Articles are our rule book.

Having a clear and robust process for change protects our purpose, our values and our members. It ensures our Constitution remains fit for purpose.

### How we put this into practice

- We review our Articles only when there is a good reason to do so.
- We consult with the Board and, where appropriate, our members.
- We put the proposed changes to our members at a General Meeting.
- We ensure at least **75%** of members who vote agree to the change.
- We update our Articles and file the change with Companies House if required.

### Example

If we wish to change how Directors are appointed, we would present the proposed change to all members at a General Meeting. If **75% or more** of members voting agree, the change is approved and our Articles are updated.



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## OUR GOVERNANCE

# Our Constitution in Practice.

Our Constitution is more than a document.

It is the foundation of how we work together, make decisions and serve our community.

By following it in practice, we ensure that Gravesham Pride CIC remains strong, inclusive, accountable and true to our purpose.

Our Constitution protects our values, our community and our future.

When we follow it, we build trust, strengthen our leadership and deliver the best outcomes for everyone.

### We lead with purpose

- We make decisions that support our mission and values.
- We always ask ourselves: does this act serve our community and our purpose?

### We work together

- We respect each other, value different voices and encourage open discussion.
- We listen, collaborate and support one another to achieve the best outcomes.

### We are accountable

- We understand our roles and responsibilities.
- We act with honesty, record our decisions and take ownership of our actions.

### We are transparent

- We keep our processes clear and our communications open.
- We share information with our community and stakeholders in a timely way.

### We act with integrity

- We avoid conflicts of interest and always act in the best interests of Gravesham Pride CIC.
- We treat resources with care and use them for our community's benefit.

### We continue to grow

- We review our practices, learn from our experiences and make improvements.
- We embrace change when it helps us better serve our community and achieve our vision.

**Together, by living our Constitution every day, we create a vibrant, inclusive and proud community for all.**



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## SECTION THREE

# 03

# Our Policy Framework.

**Our policies guide how we work, make decisions and support our community.**

This chapter sets out our approach to policies and explains how they are created, approved, reviewed and used.

**Our policies help us uphold our values, meet our legal responsibilities and achieve our purpose.**



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## OUR POLICY FRAMEWORK

# Why We Have Policies.

Policies help us provide clear guidance for everyone involved with Gravesham Pride CIC.

They ensure we make fair and informed decisions, manage risks, and protect our community.

**Our policies ensure we act consistently, responsibly and in line with our values and legal obligations.**

### Promote fairness

We treat everyone with respect and ensure fairness in our decisions and actions.

### Reduce risk

We identify and manage risks to keep our community, our volunteers and our organisation safe.

### Build trust

Clear policies build confidence with our community, partners and stakeholders.

### Support our team

They provide guidance and support for volunteers, directors and everyone involved.

### Achieve our purpose

Strong policies help us deliver our mission and create a positive impact.

**They reflect who we are, what we stand for and how we show up for our community.**



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## OUR POLICY FRAMEWORK

# How Our Policies Work.

Our policies are not just documents.

They are practical tools that help us work together, stay accountable and create the best possible experience for our community.

**Our policies provide a consistent and reliable way for us to work together, make decisions and deliver our mission.**

**Well written and well used policies help us protect our community, support our volunteers and achieve our vision.**

### STEP 01 – CREATED

We identify what we need, research best practice and draft policies that meet our needs and legal requirements.

### STEP 02 – APPROVED

Policies are reviewed and approved by our Board of Directors to ensure they are effective and appropriate.

### STEP 03 – COMMUNICATED

We share our policies clearly and make them easy to find for everyone involved with Gravesham Pride CIC.

### STEP 04 – APPLIED

We all follow our policies in our day-to-day work and decision making to ensure fairness, safety and consistency.

### STEP 05 – REVIEWED

We review our policies regularly and update them when needed to keep them current, relevant and effective.



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## OUR POLICY FRAMEWORK

# How Our Policies Are Created.

We believe the best policies come from listening, learning and working together. Our approach is collaborative, inclusive and community focused.

**Our policies are built on our values and shaped around the needs of our community. They help us create a safe, inclusive and respectful environment for everyone.**

**Our policies are created with care, shaped by our community and approved with integrity.**

### STEP 01 – IDENTIFY

We identify the need for a policy through feedback, experience, legal updates or changes in our work and environment.

### STEP 02 – CONSULT

We gather input from directors, volunteers, partners and our community to ensure different voices and perspectives are included.

### STEP 03 – DRAFT

We write clear, simple and practical policies that reflect our values, meet legal requirements and support our purpose.

### STEP 04 – REVIEW

Draft policies are reviewed for clarity, relevance and compliance to ensure they are effective and achievable

### STEP 05 – APPROVE

Policies are approved by our Board of Directors and formally adopted as official guidance for our work.



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## OUR POLICY FRAMEWORK

# How Our Policies Are Approved.

All policies follow a clear approval process to ensure they are robust, relevant and in the best interests of our community.

**Our policies are approved by our Board of Directors to ensure they are effective, relevant and aligned with our values and purpose.**

**Our approval process ensures our policies are fair, well considered and fit for purpose.**

### STEP 01 – PROPOSAL

A new policy or update is proposed by a director or volunteer and presented to the Board for consideration.

### STEP 02 – REVIEW

The Board reviews the proposal, considers feedback and may request changes to ensure it meets our needs and legal duties.

### STEP 03 – APPROVAL

Once satisfied, the Board votes to approve the policy. A simple majority is required.

### STEP 04 – RECORD

The approval is recorded in the Board minutes including the date and version of the policy.

### STEP 05 – PUBLISH

The policy is distributed to all volunteers and made available in our handbook.



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## OUR POLICY FRAMEWORK

# Reviewing Our Policies.

Our world changes, our community changes and our work evolves.

That's why we regularly review our policies to keep them relevant, effective and aligned with our values, purpose and legal responsibilities.

**We regularly review our policies to ensure they remain current, relevant and effective.**

- **We stay updated.**
- **We listen.**
- **We improve.**

**Regular review ensures our policies remain fit for purpose and continue to support our mission and our Pride.**

### STEP 01 – SCHEDULED REVIEWS

All policies have a review date and are reviewed at least annually or sooner if needed.

### STEP 02 – WHO CAN REQUEST A REVIEW

The Board reviews the proposal, considers feedback and may request changes to ensure it meets our needs and legal duties.

### STEP 03 – WHAT WE CONSIDER

We consider legal changes, feedback, experience, risks and the impact on our community.

### STEP 04 – UPDATES AND APPROVAL

Changes are made, reviewed and approved by the Board of Directors.

### STEP 05 – CLEAR COMMUNICATION

We share updates clearly so everyone knows what has changed and why.



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## OUR POLICY FRAMEWORK

# Policy Responsibilities.

Policies only work when everyone understands their role in making them successful.

We all share responsibility for ensuring our policies are followed and embedded in everything we do.

**Clear responsibilities ensure our policies are understood, followed and effective.**

- **We all play a part.**
- **We all make our policies work in practice.**

**Regular review ensures our policies remain fit for purpose and continue to support our mission and our Pride.**

When we each take responsibility, our policies help us build a stronger, safer, more inclusive and more effective Gravesham Pride community.

|                                     |                                                                                                                                                                            |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Board of Directors</b>           | We are responsible for approving our policies, ensuring they meet our legal obligations and reflect our values. We review them regularly and oversee their implementation. |
| <b>Policy Lead</b>                  | We are responsible for developing and keeping our policies up to date, seeking feedback and ensuring they are clear, accessible and effective.                             |
| <b>All Volunteers and Directors</b> | We are responsible for reading, understanding and following our policies.<br><br>We ask questions if anything is unclear and speak up if something is not right.           |
| <b>Everyone</b>                     | We are responsible for creating a culture where our policies are lived in practice, treating each other with respect and holding ourselves accountable.                    |



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## SECTION FOUR

# 04

# Our Policies.

**Our policies guide how we work, make decisions and support our community.**

This chapter sets out our approach to policies and explains how they are created, approved, reviewed and used.

**Our policies help us uphold our values, meet our legal responsibilities and achieve our purpose.**



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## OUR POLICIES

| Policy                                                                         | Description                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>GP01 – Code of Conduct</b>                                                  | <b>GP01 – Code of Conduct</b> establishes the standards of behaviour expected from everyone representing Gravesham Pride CIC. It promotes respect, inclusion, professionalism and accountability, helping to ensure that all activities are carried out in a safe, welcoming and ethical manner.                                                                                  |
| <b>GP02 – Equality, Diversity, Inclusion &amp; Accessibility (EDIA) Policy</b> | <b>GP02 – Equality, Diversity, Inclusion &amp; Accessibility (EDIA) Policy</b> sets out Gravesham Pride CIC's commitment to creating an inclusive, welcoming and accessible organisation for everyone. It explains how we promote equality, celebrate diversity, remove barriers to participation and ensure that all individuals are treated with dignity, fairness and respect. |
| <b>GP03 – Safeguarding Policy</b>                                              | <b>GP03 – Safeguarding Policy</b> sets out how Gravesham Pride CIC protects children, young people and adults at risk during our activities and events. It explains our safeguarding responsibilities, how concerns should be reported and managed, and our commitment to creating a safe, supportive and inclusive environment where everyone can participate with confidence.   |
| <b>GP04 – Conflict of Interest Policy</b>                                      | <b>GP04 – Conflict of Interest Policy</b> - explains how Gravesham Pride CIC identifies, declares and manages conflicts of interest to protect the integrity of our decision-making. It helps ensure that Directors, volunteers and anyone acting on behalf of the organisation always act in the best interests of Gravesham Pride CIC and the communities we serve.             |

## OUR POLICIES

| Policy                                                     | Description                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>GP05 – Confidentiality &amp; Data Protection Policy</b> | <b>GP05 – Confidentiality &amp; Data Protection Policy</b> explains how Gravesham Pride CIC protects personal, confidential and sensitive information. It sets out our responsibilities for handling information securely, respecting privacy and complying with data protection legislation.                    |
| <b>GP06 – Speaking Up (Whistleblowing) Policy</b>          | <b>GP06 – Speaking Up (Whistleblowing) Policy</b> encourages anyone involved with Gravesham Pride CIC to raise genuine concerns about wrongdoing, unsafe practice or misconduct without fear of unfair treatment. It explains how concerns can be reported and how they will be managed appropriately.           |
| <b>GP07 – Complaints &amp; Concerns Policy</b>             | <b>GP07 – Complaints &amp; Concerns Policy</b> explains how individuals can raise concerns or make a complaint about Gravesham Pride CIC, our activities or the way we operate. It outlines our commitment to handling complaints fairly, transparently and with a focus on learning and continuous improvement. |
| <b>GP08 – Volunteer Management Policy</b>                  | <b>GP08 – Volunteer Management Policy</b> explains how Gravesham Pride CIC recruits, supports, develops and recognises volunteers. It sets out our commitment to creating a positive volunteering experience where everyone feels valued, supported and able to contribute safely and effectively.               |

## OUR POLICIES

| Policy                                                 | Description                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>GP09 – Volunteer Code of Conduct</b>                | <b>GP09 – Volunteer Code of Conduct</b> sets out the standards of behaviour expected from everyone volunteering with Gravesham Pride CIC. It promotes respect, teamwork, professionalism and accountability, helping volunteers create a safe, welcoming and inclusive environment for our community.                          |
| <b>GP10 – Health, Safety &amp; Safe Working Policy</b> | <b>GP10 – Health, Safety &amp; Safe Working Policy</b> explains how Gravesham Pride CIC manages health and safety across all of our activities and events. It outlines our commitment to protecting volunteers, contractors, attendees and the wider public by promoting safe working practices and effective risk management. |
| <b>GP11 – Risk Management Policy</b>                   | <b>GP11 – Risk Management Policy</b> explains how Gravesham Pride CIC identifies, assesses and manages risks that could affect our organisation, events or community. It supports informed decision-making and helps ensure that risks are managed proportionately and responsibly.                                            |
| <b>GP12 – Financial Management Policy</b>              | <b>GP12 – Financial Management Policy</b> sets out how Gravesham Pride CIC manages its finances responsibly, transparently and with appropriate oversight. It explains how we safeguard our assets, authorise expenditure and ensure that all funds are used to support our charitable and community objectives.               |

## OUR POLICIES

| Policy                                                           | Description                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>GP13 – Document Control &amp; Records Management Policy</b>   | <b>GP13 – Document Control &amp; Records Management Policy</b> explains how Gravesham Pride CIC creates, manages, stores and retains organisational documents and records. It helps ensure that information is accurate, secure, accessible and managed in accordance with good governance principles.                                   |
| <b>GP14 – Communications, Branding &amp; Social Media Policy</b> | <b>GP14 – Communications, Branding &amp; Social Media Policy</b> sets out how Gravesham Pride CIC communicates with our community, partners and the public. It explains how we protect our reputation, use our branding consistently and ensure that all communications are accurate, respectful, inclusive and accessible.              |
| <b>GP15 – Environmental Sustainability Policy</b>                | <b>GP15 – Environmental Sustainability Policy</b> explains how Gravesham Pride CIC seeks to reduce its environmental impact and promote sustainable practices. It outlines our commitment to responsible event delivery, reducing waste, protecting public spaces and continually improving our environmental performance.               |
| <b>GP16 – Event Governance &amp; Delivery Policy</b>             | <b>GP16 – Event Governance &amp; Delivery Policy</b> sets out the framework for planning, approving, delivering and reviewing all events organised by Gravesham Pride CIC. It ensures that every event is managed safely, professionally and in line with our values, supporting consistent, inclusive and well-governed event delivery. |



# For More Information on Our Policies Visit

[www.graveshampride.org/about-us/](http://www.graveshampride.org/about-us/)



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