

Equal Opportunities (Employment) Sample Policy

This is a sample policy and should be read in conjunction with the associated [Guidance notes](#) in order to help ensure that you produce a policy and procedures that are suitable for your own organisation. Every care has been taken to ensure the information given is accurate and based on current law and best practice. Each of the Policies and Guidance notes are intended for guidance only and are not a substitute for professional advice. The author, Law at Work, Scottish Council for Voluntary Organisations or the Big Lottery cannot accept any claims arising from error or misinterpretation.

Introduction

This organisation wholeheartedly supports the principle of equal opportunities in employment. We aim to encourage, value and manage diversity and we recognise that talent and potential are distributed across the population. Not only are there moral and social reasons for promoting equality of opportunity, it is in the best interest of this organisation to recruit and develop the best people for our jobs from as wide and diverse a pool of talent as possible. That diversity adds value. The organisation's policy is to afford all job applicants and employees equality of opportunity, regardless of their sex, trans-gender status, sexual orientation, religion or religious belief, marital or civil partnership status, race, age, colour, nationality, national origins, ethnic origin, disability, responsibility for dependents, or trade union or staff consultative committee membership. We are opposed to, and will seek to eliminate all forms of unlawful and unnecessary discrimination, and will comply fully with the provisions of the key Equal Opportunities legislation and the recommendations of Associated Codes of Practice. We recognise that promoting equal opportunities is an ongoing commitment and therefore this policy and all systems and procedures associated with this policy will be subject to monitoring and review. This document does not form part of your contract of employment and may be changed from time to time in line with current best practice and statutory requirements, and to ensure that business needs are met. You will be consulted and advised of any changes as far in advance as possible of the change being made, unless the change is required by statute.

Scope of the policy

The policy applies to job applicants (both internal and external) and all employees and workers whether full time, part time, temporary, sessional, seasonal, voluntary or contract, and Management Committee (MC) members. It is each employee's obligation to be sensitive about the impact that s/he has on others and behave in a way that supports this policy when dealing with everyone that s/he comes into contact with as part of his/her employment. This policy is not designed to discourage normal social relations among colleagues or with the public. This policy applies not only at the organisations premises but anywhere you are working as part of your employment, and includes any social occasions organised by the organisation.

Related Policies

All our policies and procedures are developed and should be interpreted in accordance with the principles of equal opportunities set out in this policy. Certain policies are, however, especially related to this policy in terms of putting it into practice. These are

- Recruitment and Selection Policy and Procedure
- Bullying and Harassment Policy
- Training and Development Policy

- Flexible Working Policy
- 'Family Friendly' policies such as Maternity, Paternity etc.

Responsibility

Each employee, volunteer, consultant, trainer, facilitator or MC member is responsible for their own compliance with this policy. Every manager and employee has personal responsibility for implementation of this policy although the Chief Executive is responsible overall for the policy's day-to-day implementation. Employees must not instruct or aid someone to carry out an act of discrimination, harassment or victimisation or condone discrimination, harassment or victimisation by others. You must report any incidents to the MC. It is the responsibility of the MC to monitor effectiveness, and to review and develop the policy where necessary. Monitoring and review will take place annually. Consultation will take place with a staff working group [or recognised trade union if there is one] on the implementation and development of this policy. Any doubts about the policy should be addressed to the MC.

Action Plan

The organisation is committed to developing a programme of action to promote diversity and equality, through the Equalities Action Plan and will seek to monitor and review achievements in this area and to make this information freely available.

Raising A Complaint

Employees who feel they have been discriminated against should raise the matter with their line manager. Initially the employee and manager should aim to resolve the matter informally. It may be that discriminatory action is unwitting and easily resolved once the problem is clear. If they are dissatisfied with the outcome, or the complaint is very serious, or their line manager is the cause of the complaint, the employee should raise the matter, in writing, as a formal grievance under the Grievance Procedure. Breaches of the Equal Opportunities Policy will be regarded as misconduct and could lead to disciplinary action against employees (up to and including dismissal), appropriate action against a member of the MC, termination of contracts for services of consultants or trainers, or withdrawal of volunteer agreements.

Implementation Date: _____

Review Date: _____

Signed: _____

(for and on behalf of the Management Committee)

Based on equal opportunities by Supporting Voluntary Action.

If you would like more help or advice in relation to this guide please get in touch with us:

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