

## Organisation:

### Equal Opportunities Policy

[INSERT ORG] recognises the fundamental importance of equal opportunities both as an employer and in our role within the community of Stoke-on-Trent.

We therefore take every care to treat each individual as a person in their own right. We recognise that everyone has a personal responsibility for the positive application of equal opportunities and that equality of opportunity is fundamentally about fairness and respect. It is achieved by ensuring that discriminatory behaviour, in any form, is not tolerated.

We are totally committed to the principle of equal opportunities and to creating a working environment in which everyone is treated with dignity and respect, which is free from unlawful discrimination, victimisation or harassment on the grounds of:

- colour, race, nationality or ethnic origin;
- sex, marital status or gender reassignment;
- disability of any kind;
- religion;
- sexual orientation;
- age;

Our commitment applies to all aspects of our organisation including:

- recruitment and the advertisement of jobs/volunteering opportunities;
- terms and conditions of employment;
- training, personal development and progression;
- grievance and disciplinary procedures; and
- relationships between members of staff and volunteers.

Such values require commitment from staff, trustees, members and volunteers to accept a code of conduct which:-

- a) encourages respect for every individual.
- b) everyone is entitled to an environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- c) encourages collective action to challenge prejudice and the structures that perpetuate it.
- d) challenges stereotyped images internally and externally and, in their place, promotes positive images.
- e) declares as unacceptable any language, action or belief which is prejudiced or which encourages prejudice in others.
- f) does not tolerate any form of behaviour which is derogatory, demeaning or insulting to other persons or groups on the ground of race, gender reassignment, disability, religion, culture, political beliefs, sex, sexual orientation or age.
- g) all will be recruited, selected, and trained on the basis of objective criteria.
- h) creates an environment in which individual differences and the contributions of all our Trustees, members and volunteers are recognised and valued.

We take this policy very seriously therefore a breach of this policy is considered to be gross misconduct and disciplinary action, including dismissal for serious offences, will be taken against those who do not comply with it.

If you have any queries regarding this policy please contact the Equal Opportunities Officer below.

**Equal Opportunities Officer:** \_\_\_\_\_

**Date policy adopted:** \_\_\_\_\_

**This policy is fully supported by the Trustee Board/Management Committee and will be reviewed on a regular basis.**