

EXAMPLE

EQUAL OPPORTUNITIES POLICY

FOR SMALL GROUPS

Adopted by XXXXX at the Management Committee meeting

ON.....

SIGNED.....

PRINT NAME.....

POSITION

ISSUE NUMBER.....

REVIEW DATE

(NAME OF THE ORGANISATION) is fully committed to ensure that no member, service user, employee, contractor, trustee, volunteer or job applicant receive less favourable treatment due to:

Age, gender, gender reassignment, race, nationality, ethnic or national origins, class, marital or civil partnership status, having or not having dependents, disability, sexual orientation, religious belief, HIV antibody status or any other criterion not relevant to the point at issue.

(NAME OF THE ORGANISATION) has a fundamental belief in developing equal opportunities in all areas of its work and structure, and in particular will take positive action in its own internal structures and practices and in all aspects of its service.

In particular (NAME OF THE ORGANISATION) will ensure that:

- All members, service users, employees, contractors, trustees, volunteers or job applicants will receive this policy as either part of the recruitment and/or induction process.
- It does its best to recruit a diverse and broad based representation on its Management Committee / Board of Trustees.
- All job descriptions and person specifications are checked for discrimination.
- The recruitment and selection process ensures that discrimination does not take place.
- Practices or legislation that is discriminatory are challenged.
- Institutions we are working in partnership with who are acting in a discriminatory way are challenged.
- We promote a harmonious working environment where everyone is treated with respect.
- We regularly review our policies and develop and promote good practices in equal opportunities both within the organisation and in relation to its service.
- We have a complaints and grievance procedure in place to deal with any reports of discrimination.