

Policy Equal Opportunity

Approver	Senior Management Team
Policy	Equal Opportunity
Authors	Jennifer Hudson
Revision Date	25.01.24
Revised by	Jennifer Hudson
Related Documents	Safer recruitment policy Conflict of interest policy Anti Bribery policy Dignity at work policy Enquiries complaints policy Lone working policy Incident policy MCA Policy Access and reasonable adjustment policy
Location	OneDrive

 Recoverable Signature

X 

Jennifer Hudson
Managing director
Signed by: 216f377d-1dde-489f-ae92-58d0ab87f938

- 1.1. Equal opportunities are at the heart of AreYou - Training and Consultancy's objectives and we will undertake to apply objective criteria to assess merit for all applications.
- 1.2. Accordingly, management will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant or volunteer receiving less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, disability, sex, pregnancy/maternity, gender reassignment, sexual orientation, married or civil partnership status, or age. Our objective is to ensure that individuals are selected, promoted and otherwise treated solely based on their relevant aptitudes, skills and abilities.
- 1.3. Likewise, in our dealings with all service users we will ensure that they do not receive less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, disability, sex, pregnancy/maternity, gender reassignment, sexual orientation, married or civil partnership status, or age.
- 1.4. We will not accept discrimination by association or perception. Associative discrimination occurs when an individual is discriminated against "on the grounds of association or perception" as listed above. Discrimination by perception is discrimination against an individual because it is thought they possess a particular protected characteristic, irrespective of whether this is correct.
- 1.5. The successful achievement of these objectives requires the active contribution from everyone, and you should report any unlawful act of discrimination you are aware of to your line manager.

Policy Equal Opportunity

- 1.6. If you consider that you are a victim of unlawful discrimination, please raise the issue through the grievance procedure.

2. Disability discrimination policy

- 2.1. It is our policy not to discriminate against anyone, whether in, or applying for, employment, voluntary, or making use of our services. To achieve this policy the following procedures must be applied:
- 2.2. Disabled applicants for roles will not be considered less favourably than those without disabilities. Questions will not normally be asked about health unless the nature of the job requirements identifies that such questions about health are intrinsic to the job requirements, or it is necessary to allow reasonable adjustments.
- 2.3. Consideration will be given to making reasonable adjustments, where practicable, to the workplace and to methods of working, to accommodate disabled team members and service users. In order to be able to do this, you have a responsibility to make us aware if you have any impairments or conditions, which may constitute a disability under the terms of the act. If you develop a serious health condition you should advise your Line Manager of any reasonable adjustments to your working conditions or the nature of your role which you believe could assist you in the performance of your duties.
- 2.4. If you have caring responsibilities associated with a dependant disabled person, then you should advise us so that we can better understand your personal situation and needs.
- 2.5. If you become disabled, whether through accident, illness or injury, every reasonable effort will be made to retain you in your role if reasonable adjustments to your job or working environment can be made.

3. Age equality

- 3.1. We will provide a working environment free from discrimination on the grounds of age that recognises the valuable contributions made by staff of all ages. Many details of this policy relate to older staff, as they are the ones most likely to experience age discrimination, but we will seek to fulfil our duty of care to all staff, irrespective of age.
- 3.2. Dates of birth will only be used for monitoring purposes or to comply with any specific legal requirement or other external justifiable requirement.
- 3.3. All team members shall have equal rights to training, promotion and other aspects of career development. Age will not be used to justify a failure to promote or train any team member.

4. Breach of this policy

- 4.1. We take a strict approach to breaches of this policy. Any failure to apply this policy or evidence of discrimination, harassment, or victimisation will result in disciplinary action against the relevant volunteer or staff member. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.
- 4.2. You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our disciplinary procedure.

Policy Equal Opportunity