



## **Volunteer It Yourself (VIY) Equal Opportunities Policy**

<b>Document</b>	<b>Equal Opportunities Policy</b>
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### **Introduction**

VIY recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out our position on equal opportunity in all aspects of employment and volunteering, including recruitment and promotion, giving guidance and encouragement to employees/volunteers at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, part-time and fixed-term contract status, age, sexual orientation or religion.

### **Statement of policy**

(a) It is the policy of VIY to ensure that no job applicant, employee or volunteer receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed-term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment/volunteering.

(b) VIY recognises that adhering to our Equal Opportunities Policy, combined with relevant employment/volunteering policies and practices, maximises the effective use of individuals in both the organisation's and employees'/volunteers' best interests. VIY recognises the great benefits in having a diverse workforce/group of volunteers with different backgrounds, solely employed/encouraged to take part on ability.

(c) The application of recruitment, induction/training, and promotion policies to all individuals will be on the basis of job/project requirements and the individual's ability and merits.

(d) All employees/volunteers of the organisation will be made aware of the provisions of this policy.



## **Recruitment and promotion**

- (a) Advertisements for posts/projects will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post/project. Information about vacant posts/projects will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed-term contract status, sexual orientation or religion.
- (b) Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post/project to this particular group, in which case this must be clearly stated.
- (c) All vacancies/projects will be circulated internally.
- (d) All descriptions and specifications for posts/projects will include only requirements that are necessary and justifiable for the effective performance of the job/volunteering opportunity.
- (e) All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job/volunteering opportunity. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job/volunteering requirements and asked to all candidates.

## **Employment**

- (a) VIY will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed-term contract status, sexual orientation or religion in the allocation of duties between employees/volunteers taken on at any level with comparable job descriptions.
- (b) VIY will put in place any reasonable measures and/or adjustments within the workplace for those employees/volunteers who become disabled during employment/volunteering or for disabled appointees.
- (c) All employees/volunteers will be considered solely on their merits for career development and promotion with equal opportunities for all.



## **Training**

- (a) Employees/volunteers will be provided with appropriate induction/training regardless of sex, race, marital status, disability, age, part-time or fixed-term contract status, sexual orientation or religion.
- (b) All employees/volunteers will be encouraged to discuss their career prospects and training needs with their Line Manager.

## **Grievances and victimisation**

- (a) VIY emphasises that discrimination is unacceptable conduct which may lead to disciplinary action.
- (b) Any complaints of discrimination will be pursued through our Complaints and Appeals Policy.