



# EQUAL OPPORTUNITIES STATEMENT

The organisation is an equal opportunity employer.

The organisation is committed to ensuring equal opportunities, fairness of treatment, dignity, work-life balance and the elimination of all forms of discrimination in the workplace for all staff and job applicants. The employer aims to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. Therefore the organisation has adopted this policy as a means of helping to achieve these aims.

A key objective of the policy is so that the employer can provide a working environment in which people feel comfortable and confident that they will be treated with respect and dignity.

It is the employer's stated policy to treat all workers, job applicants and volunteers equally and fairly irrespective of their sex, marital status, civil partnership status, trans-gender status, sexual orientation, race, colour, nationality, ethnic origin, national origin, culture, religion, age, or disability ("protected characteristics" as per the Equality Act 2010).

**Discrimination** by or against an employee is generally prohibited unless there is a specific legal exemption. Discrimination may be direct or indirect and it may occur intentionally or unintentionally.

**Direct discrimination** occurs where someone is treated less favourably because of one or more of the protected characteristics. Direct discrimination may occur even when unintentional. It may also, in some cases, occur by association ie where a person is put at a disadvantage due to a characteristic of another person.

**Indirect discrimination** occurs where someone is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the same protected characteristic at a particular disadvantage, for example, a requirement for GCSE English as a selection criterion. This would have a disparately adverse impact on people educated overseas and may not be justified if all that is needed is to demonstrate a reasonable level of literacy.

**Harassment** related to any of the protected characteristics is also prohibited. Harassment is dealt with further in our Harassment policy.

**Victimisation** is also prohibited. This is less favourable treatment of someone who has complained or given information about discrimination or harassment, or supported someone else's complaint.

The principles of non-discrimination and equality of opportunity also apply to the way in that staff treat trainees, visitors, clients, customers, suppliers and former staff members.

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All staff have a duty to act in accordance with this policy and treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, regardless of their status.

The employer is also committed to ensuring that no policy, procedure, provision, rule, requirement, condition or criterion will be imposed on any worker or job applicant without justification if it would be likely to put that person at a disadvantage on any of the above grounds.

This equal opportunities policy applies to all stages of the recruitment and selection process, as well as throughout individuals' employment.

All staff who have responsibility for recruitment, selection and promotion, or who supervise other staff, will receive equal opportunities training. Other staff will have the opportunity to attend awareness training in equality and the avoidance of discrimination.

Overall responsibility for this policy and equal opportunities training lies with the Managing Director.

The organisation will continue to review the effectiveness of this policy to ensure it is achieving its objectives and as part of this process will monitor the composition of job applicants and the benefits and career progression of staff.

Staff are invited to comment on this policy and suggest ways in which it might be improved by contacting their Savvy Project Leader.