

Sample Equal Opportunities Policy for Voluntary Organisations

1 DECLARATION OF INTENT

- 1.1 (Organisation name) is committed to taking positive action to ensure equal opportunities in every aspect of its work.
- 1.2 The aim of this policy is to ensure that no job applicant, employee or volunteer receives less favourable treatment on the grounds of race, colour, ethnic or national origin, religion, gender, sexual orientation, marital status or disability, nor should they be disadvantaged by requirement. This organisation will strive to redress any imbalance that may become evident.
- 1.3 The board/management committee shall review the content and effectiveness of the policy whenever a new staff appointment is to be made, and at other times as may be necessary. (Responsible person) is responsible for the policy's day to day implementation. (Organisation name) will monitor and review the composition of its executive committee with the aim of promoting a broad-based representation.

2 RECRUITMENT OF STAFF

- 2.1 A written job description and person specification shall be prepared for every vacancy and every new post created. Applicants should be made aware that general life experience and voluntary as well as paid work are valued.
- 2.2 All jobs must be advertised externally and as widely as possible. Adverts should clearly state the minimum requirements for the post. At both the short-listing and the appointment stage, brief notes shall be made on each application indicating clearly why the applicant has or has not been short-listed or appointed. A form will be drafted for this purpose.
- 2.3 No interview, for any post should be conducted by a panel of fewer than three representatives or more than five members of the executive committee. Members of staff will be involved at all stages of the selection process in an advisory role. An open invitation will be given to short-listed applicants with a disability to discuss their specific needs and requirements. All reasonable steps will be taken to ensure that the specific needs of disabled employees are met. During each interview, notes should be taken and at the end of the interview a form should be completed for each candidate, assessing their response to the topics and themes raised. These should be reviewed at the end of the interview process by the panel to see that each candidate has been treated fairly.
- 2.4 An equal opportunity section should be included on the application form. The equal opportunities policy, and the purpose of monitoring should be clearly explained.

3 DISCIPLINE and GRIEVANCE PROCEDURES

- 3.1 It will be made clear to all employees that discrimination, abuse or harassment on the grounds of race, gender, disability or sexuality - if proven - is a dismissable offence.

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4 THE SCOPE OF THIS POLICY

4.1 This policy applies to:

- a. all staff and volunteers employed by irrespective of funding agent.
- b. all aspects of promotional, educational, and campaigning functions of members and affiliate organisations.
- c. The organisation would expect its membership to concur with and actively promote these objectives.

5 IMPLEMENTATION

5.1 Employment procedures and practices will be undertaken strictly in accordance with the relevant legislation:

5.2 In order to implement this equal opportunities policy, the organisation accepts that it needs to ensure that all members and staff involved in selection and recruitment within the organisation are given adequate and appropriate training in:

- i. interview techniques
- ii. codes of practice
- iii. disciplinary and grievance procedures as contained in the staff manual.

6 EQUAL OPPORTUNITY OF SERVICE DELIVERY

6.1 (Organisation name) is committed to ensuring equality of access to all its services. The board/management committee will take action to provide genuine equality of opportunity and to monitor the outcome. The committee will aim to ensure that no sector of the community shall be denied access or receive a poor service on the grounds of age, race, gender, disability, sexual orientation, marital status, ethnicity or religious belief. In order to promote equality of access the executive will aim to ensure the following:

- i. that services are based on consultation with service users taking positive steps to include excluded groups in decision making.
- ii. that all services are flexible and responsive to the needs in the community.
- iii. that information on services is widely available
- iv. that systems are developed monitor service delivery and consumer satisfaction.
- v. that an accessible complaints procedure exists to ensure against discrimination in service allocation and delivery.

7 REVIEW

7.1 (Organisation name) will monitor and review the effectiveness of this equal opportunities policy on an annual basis.

8 INFORMATION

8.1 This document shall be circulated to all employees and job applicants.

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