

EQUAL OPPORTUNITIES POLICY

1. Services

Our equal opportunities policy is based on Article One of the United Nations Universal Declarations of Human Rights:

“All human beings are born free and equal in dignity and rights. They are endowed with reason and conscience and should act towards one another in a spirit of brotherhood.”

In practice this means that all our workers and volunteers will:

- Treat everyone as an individual with equal concern;
- Give everyone equal access to services and opportunities;
- Take into account gender, ethnicity, home language and ability and make necessary provisions;
- Encourage everyone to respect others within our volunteer community.

We welcome any suggestions that will contribute to achieving equality of opportunity. Please refer to the 2007/8 Strategy and Action Plans for further guidance and information.

2. Recruitment and selection

We are an Equal Opportunities Organisation and are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no applicant, member of staff, volunteer, or client and proposed client, receives less favourable treatment on the grounds of gender, marital status, race, colour, nationality, ethnic or national origins, sexuality, age, disability or religion or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance or service. It seeks also to ensure that no person is victimised or subjected to sexual, racial or any other form of harassment.

3. Grievance Procedure

All forms of unfair discrimination, including harassment and victimisation, constitute unacceptable behaviour and may be unlawful. A grievance procedure exists for any member of staff or volunteer who feels they have been unfairly discriminated against on any of the grounds stated above. It is designed to ensure that complaints are dealt with justly and quickly. It makes provision for formal resolution of grievances, however it is recognised that often issues can be

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resolved in an informal manner through discussion with fellow volunteers and/or immediate supervisors such as Team Leaders and Project Co-ordinators.