



## **EQUAL OPPORTUNITIES POLICY**

### **DECLARATION OF INTENT ON EQUAL OPPORTUNITIES**

This policy document sets out Pillar Kincardine's commitment to promoting equal opportunities both in service delivery and as an employer, by making it integral to all our strategies, policies and practices.

By equal opportunities we mean equality of access to jobs, services, information and participation in the decision making process, for everyone. Pillar Kincardine recognises that there are groups and individuals in society who are disadvantaged and discriminated against. We are committed to eliminating any discrimination on the grounds of any background characteristics including:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy/Maternity
- Race
- Colour
- Ethnic or national origin
- Religion or Belief
- Sex/Gender
- Sexual Orientation
- Responsibility for dependants

### **SCOPE OF THIS POLICY**

This Policy underpins all other policies and strategies of Pillar Kincardine and will inform all activities of Pillar Kincardine.

The Policy covers employees and volunteers of Pillar Kincardine, Pillar Kincardine service users, members of the Board of Directors and all those who use Pillar Kincardine services whether provided directly by Pillar Kincardine or on its behalf by a third party whether private, statutory, other voluntary or community sector organisation.

## **EQUAL OPPORTUNITIES POLICY STATEMENT**

Pillar Kincardine is an equal opportunities employer and service provider; and will ensure that access to its services and decision-making processes is available to everyone on a fair and equal basis.

This will be achieved by promoting and demonstrating fairness and equality of opportunity in:

- the provision of services
- the employment of staff.

### **Provision of services**

This means:

- Fair access to services
- Fair treatment while accessing and receiving services
- Equal quality of service offered
- Fair outcomes for all service users.

### **Employment of staff and volunteers**

This means:

- Fair access to jobs and volunteering opportunities
- Fair treatment in employment
- Fair access to training and development opportunities; supervision, guidance and encouragement
- The right of every employee and volunteer:
  - Not to be discriminated against, harassed, victimised or bullied;
  - To make a complaint when they feel they have been unfairly treated, harassed or bullied and to have their complaints acted upon.
  - To challenge and bring discriminatory acts and behaviour to the attention of an appropriate person for action.
  - To be respected and valued for who they are and for what they contribute.
  - Not to discriminate, harass, victimize or bully another employee or volunteer; to respect other employees and volunteers, and value them for who they are and for what they contribute to the work of Pillar Kincardine.

## **BREACHES OF THE POLICY**

There will be occasions when Pillar Kincardine will have to take action to correct behaviour and reinforce its expectations of its employees, volunteers and service users in supporting this Policy. Pillar Kincardine will take disciplinary action against employees and volunteers within agreed procedures where the Policy is being abused, ignored or breached.

Pillar Kincardine will continue to have procedures which enable service users, candidates for jobs, employees and volunteers to make complaints if they believe they have been unfairly treated. Employees and volunteers will also be entitled to expect that unacceptable behaviour including harassment by others will be dealt with promptly.