

# **Equal Opportunities Policy**

The aim of this policy is to communicate the commitment of the Trustees and Senior Management to the promotion of equality of opportunity in Safe Africa.

It is our policy to provide equality of opportunity and employment to all, irrespective of:

1. gender, including gender reassignment
2. marital or civil partnership status
3. having or not having dependents
4. religious belief or political opinion
5. race (including colour, nationality, ethnic origin, nationality or race)
6. disability
7. sexual orientation
8. age

We are opposed to all forms of unlawful and unfair discrimination. All employees of Safe Africa will be treated fairly and will not be discriminated against on any of the above grounds. Decisions on selection for office, training, promotion, advancement or any other benefit will be made objectively, without unlawful discrimination, and based on aptitude and ability.

We recognise that the provision of equal opportunities in all our activities will benefit the organisation. Our equal opportunities policy will help the organisation to develop their full potential and the talents and resources of all employees will be utilised fully to maximise the effectiveness of the organisation.

Safe Africa recognises that there is a statutory duty under the UK legal system and all other countries in which we operate, to implement an equal opportunities policy. This policy applies to applicants for employment, employees and volunteers.

Safe Africa is committed to the principles and practice of equality and values the diversity of the local population. We want our services, facilities and resources to be accessible and useful to every citizen regardless of gender, age, ethnic origin, religious belief, disability, marital status, sexual orientation, or any other individual characteristic which may unfairly affect a person's opportunities in life.

## **Equality commitments**

**We are committed to:**

1. promoting equality of opportunity for all persons
2. promoting a good and harmonious learning environment in which all men and women are treated with respect and dignity and in which no form of intimidation or harassment is tolerated
3. preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
4. fulfilling all our legal obligations under the equality legislation and associated codes of practice
5. complying with our own equal opportunities policy and associated policies
6. taking lawful affirmative or positive action, where appropriate breaches of our equal opportunities policy will be regarded as misconduct and could lead to termination of employment.

This policy is fully supported by the Trustees and Senior Management and was adopted by the band on 3 September 2010.

**Implementation:**

The Trustees and Senior Management have specific responsibility for the effective implementation of this policy. We expect all members to abide by the policy and help to create the equality environment which is its objective.

**In order to implement this policy we shall:**

1. Communicate the policy to all employees by issuing an induction pamphlet to all existing, and new employees.
2. Safe Africa will endeavour through appropriate training to ensure that it will not consciously or unconsciously discriminate in the selection or recruitment of applicants for employment.
3. Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into roles and responsibilities of all employees.
4. Incorporate equal opportunities notices into general communications practices (e.g. announcements, annual report at annual general meeting, notices and newsletters). This policy will be read out to all employees at each annual general meeting
5. Ensure that adequate resources are made available to fulfil the objectives of the policy

**Monitoring and review:**

We will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. The effectiveness of the equal opportunities policy will be reviewed regularly (at least annually) and action taken as necessary.

**Complaints:**

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures. A copy of these procedures is available from the Policy & Complaints Committee of each office. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

Complaints from members of the public will be dealt with under agreed procedures (a copy of these procedures is available from Policy & Complaints Committee

Date: 3<sup>rd</sup> September 2010

The Executive Director

For further information contact:

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