



**DUNBAR
HARBOUR
TRUST**

EQUAL OPPORTUNITIES POLICY

OUR MISSION

DUNBAR HARBOUR TRUST recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the organisation's position on equal opportunity where guidance and encouragement will be afforded to all.

We will act fairly and prevent discrimination on grounds of gender, gender reassignment, marital status (including civil partnerships), race, ethnic origin, nationality, national origin, disability, sexual orientation, religion or age (hereinafter referred to as 'protected characteristic'). The Trust opposes all forms of unlawful and unfair discrimination and is committed to equality and diversity for all its volunteer Directors and employees.

OUR VISION

The Trust is committed to encouraging diversity across all aspects of service delivery, employment, and learning. Our aim is to ensure that we are representative of all sections of society and each volunteer Director or employee feels respected and valued.

Equality is about creating a fairer society where everyone can participate and contribute. No-one should be denied opportunities because of irrelevant differences. To this end, the Trust will embrace and promote equality of opportunity for all, to ensure that everyone can reach their full potential.

OUR VALUES

This policy aims to prevent discriminatory practices, or behaviours, and seeks to create a culture where all volunteer Directors and employees can operate in an environment free of prejudice.

Equally, the Trust is committed to providing a working, learning and social environment in which the dignity and rights of everyone are respected and valued and which is free from discrimination, intimidation and all forms of harassment and bullying.

WHO DOES THIS POLICY COVER?

This policy covers all personnel who volunteer or work for DUNBAR HARBOUR TRUST.

OUR EQUALITY POLICY STATEMENT

(a) It is the policy of DUNBAR HARBOUR TRUST to ensure that no volunteer, applicant or employee with a protected characteristic receives less favourable treatment or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of recruitment and employment.

(b) The organisation recognises that adhering to the Equal Opportunities Policy, combined with relevant policies and practices, maximises the effective use of individuals to ensure the best interests of the organisation, volunteers and employees. The TRUST recognises the great benefits in having a diverse resource with different backgrounds, solely recruited or employed on ability.

(c) The application of recruitment, training, and promotion policies to all individuals will be on the basis of role or job requirements and the individual's ability and merits.

(d) All volunteers and employees of the organisation will be made aware of the provisions of this policy.

Recruitment and promotion

(a) Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in a manner that does not restrict its audience in terms of protected characteristics.

(b) Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to a particular group, in which case this must be clearly stated.

(c) All vacancies will be circulated internally.

(d) All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the role or job.

(e) All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the role or job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to the role or job requirements and asked to all candidates.

Employment

(a) DUNBAR HARBOUR TRUST will not discriminate on the basis of protected characteristics in the allocation of duties between employees employed at any level with comparable job descriptions.

(b) DUNBAR HARBOUR TRUST will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.

(c) All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

Training

(a) Volunteers and employees will be provided with appropriate training regardless of protected characteristics.

(b) All employees will be encouraged to discuss their career prospects and training needs with their Line Manager.

Grievances and victimisation

(a) DUNBAR HARBOUR TRUST emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the organisation's Disciplinary Procedure.

(b) Any complaints of discrimination will be pursued through the organisation's Grievance Procedure.

CONTACTS

Where can I find out more information about the DUNBAR HARBOUR TRUST?

Additional information about The Trust is available

at: <http://www.dunbarharbourtrust.co.uk/>

Address:

MacArthur's Store

Victoria Street

Dunbar, East Lothian

EH42 1HW

Email: office@dunbarharbourtrust.com