



**Young Bristol**  
Works for young people

# **YOUNG BRISTOL EQUAL OPPORTUNITIES POLICY**

**Last Reviewed: August 2021**

**Next Review Due: August 2024**

Our thanks to Burges Salmon for their help and guidance in producing these Policies



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## **1 STATEMENT OF POLICY**

- 1.1 The aim of this policy is to communicate the commitment of Young Bristol to the promotion of equality of opportunity for all staff and job applicants. It applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.
- 1.2 Young Bristol intends that all eligible employees should be made aware of opportunities for training and promotion and that employees, customers and contractors should be informed of its Equal Opportunities Policy.
- 1.3 It is our policy not to discriminate against employees on the basis of their:
- (a) gender or gender reassignment;
  - (b) sexual orientation;
  - (c) pregnancy or maternity;
  - (d) marital or civil partner status;
  - (e) race, colour, ethnic origin or nationality;
  - (f) religion or belief;
  - (g) disability;
  - (h) age.
- 1.4 All forms of unlawful discrimination are prohibited. All employees and job applicants (actual or potential) will be treated fairly and selection for employment, promotion, training and any other benefit or exercise (such as redundancy exercises) will be conducted on the basis of merit, against objective criteria that avoid discrimination.
- 1.5 We recognise that the provision of equal opportunities in the workplace is not only a legal requirement and good management practice; it also makes sound business sense. This policy will help all employees develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
- 1.6 We are committed to preventing any form of direct or indirect discrimination, harassment or victimisation and to promoting equal opportunities for all staff and a good and harmonious working environment where all employees are treated with respect and dignity and in which no form of intimidation or harassment will be tolerated.

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- 1.7 We are committed to fulfilling all legal obligations under the relevant anti-discrimination legislation and associated codes of practice.
- 1.8 If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.
- 1.9 Part time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.
- 1.10 This policy is fully supported by the Chief Executive of Young Bristol and the Board of Trustees.
- 1.11 This policy does not form part of your contract of employment and we may amend it at any time.

## **2 IMPLEMENTATION**

- 2.1 The Chief Executive of Young Bristol has specific responsibility for the effective implementation of this policy. Each trustee, line manager and supervisor also has responsibilities and we expect all of our employees, trustees, volunteers and anyone working on our behalf to abide by this policy and create a harmonious environment in which equality of opportunity is respected and actioned.
- 2.2 In order to implement this Policy we will ensure that:
- (a) The Policy is communicated to all employees, through induction, training, management training, team briefings, display on notice board/staff and made known to job applications.
  - (b) Managers and supervisors are aware of their responsibilities through appropriate and regular training.
  - (c) Appropriate training and guidance will be provided, including training on induction and management courses. In particular, all those involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory recruitment and selection techniques.

## **3 MONITORING AND REVIEW**

- 3.1 The provision of equality of opportunity for all employees and job applicants will be monitored through the collection and analysis of statistical data on the status of all full-time and part-time employees and job applicants.
- 3.2 Progress on the implementation of this policy will be reviewed on a regular basis.

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#### **4 COMPLAINTS**

- 4.1 Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through our Grievance Procedure or Anti-Harassment and Bullying Policy. All complaints of discrimination will be dealt with seriously, promptly and confidentially.
- 4.2 These internal procedures do not replace or detract from the right of the employee to pursue complaints under the Equality Act 2010.
- 4.3 Every effort will be made to ensure that employees making complaints pursuant to this policy 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. However, making a false allegation of discrimination or harassment deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.
- 4.4 Breaches of our Equal Opportunities Policy will be regarded as misconduct and could lead to disciplinary proceedings and disciplinary action. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.