

## **Dalgety Bay Day Care Association Equal Opportunities Policy**

### **Introduction**

The objective of the Dalgety Bay Day Care Association is:

- To relieve the needs and promote the welfare of elderly, frail and infirm persons, by the provision of day-care facilities in the interests of social welfare, for recreation and leisure time occupation with the objects of improving the conditions of life of these persons and generally do all such things as are charitable in Law for the benefit of elderly persons.
- To advance education through the supervision of training in the skills associated with the care and supervision of the elderly and infirm.

### **Statement of Policy**

The aim of this policy is to communicate the commitment of Dalgety Bay Day Care Association to the promotion of equality of opportunity within the organisation and its operations.

It is our aim to provide equality for all. In particular, the organisation is committed to promoting equal treatment irrespective of age, marital status, nationality, disability, medical history, physical characteristics, race, sex, sexual orientation and religious beliefs.

We are opposed to all forms of unfair and unlawful discrimination. All employees and volunteers and applicants for membership of the association will be treated fairly and any selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

We recognise that the provision of equal opportunities to all is not only good practice, it also makes sound business sense. Our equal opportunities policy will help employees, volunteers and our clients to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

We are committed to:

- Preventing direct or indirect discrimination or victimisation;
- Promoting equal opportunities for all;
- Promoting a good harmonious working environment where all staff, volunteers and clients are treated with respect and dignity and in which no form of intimidation or harassment will be tolerated;
- Fulfilling all legal obligations under the relevant legislation and associated codes of practice; and
- Taking any necessary positive or affirmative action, including setting of goals and timetables.

Breaches of our equal opportunities policy and practice will be regarded as misconduct and could lead to disciplinary proceedings.

This policy is fully supported by the members of the management committee and has been agreed through discussion with staff, members and volunteers of the association.

## **Implementation**

The management committee has specific responsibility for the effective implementation of this policy. Each member, employee and volunteer must abide by this policy and help create the equality environment which is its objective.

In order to implement this policy we will ensure that:

- The policy is communicated to all, through training, briefings, displays on notice boards, reference in staff / volunteers handbooks, payslips and other documents. Any job applicants or new volunteers will be informed of the equal opportunities policy;
- the management committee are aware of their responsibilities through appropriate and regular training;
- an equal opportunities programme will be developed and will include a range of initiatives, indicating where appropriate positive or affirmative action, with targets and timetables;
- an information system will be established to assist the effective implementation of this policy and the guidelines will be drafted for assessing the provision of equality of opportunity; and,
- Adequate resources are made available to fulfil the aims of this policy.

## **Affirmative Action**

Where appropriate, lawful positive action measures such as special encouragement in advertisements or special training will be developed. These measures are available in certain circumstances, for example, where there is an under-representation of a particular group in specific areas of work.

## **Monitoring and review**

The provision of equality of opportunity between all people will be monitored through the collection of data and statistics on all employees, volunteers, members and clients.

## **Complaints**

Employees, volunteers, members and clients 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 management committee. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

These internal procedures do not replace or detract from the right of workers to pursue complaints under any relevant employment, discrimination or other relevant legislation. In fact, workers, volunteers, members and clients should take independent advice on the timing of any tribunal application when considering a complaint under this policy.

Every effort will be made to ensure that any person making a complaint will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly, and confidentially. A finding of victimisation by any person will result in disciplinary action and may warrant dismissal / expulsion / exclusion.