



Equal Opportunities Policy

Purpose of this document is

- to communicate the commitment of the Centre to the promotion of equality of opportunity
- to explain that this applies to all staff and volunteers of the One World Centre.

The aim of this policy is to promote equal treatment irrespective of race, colour, nationality, ethnicity, religion, class, age, disability, sexual orientation, marital status, family status and sex.

We aim to ensure that all employees, paid or unpaid, and job applicants, actual or potential, will be treated fairly, and selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

We are committed to promoting:

- equal opportunities for all
- a good and harmonious working environment where all staff are treated with respect and dignity, and in which no form of intimidation or harassment will be tolerated.

Implementation

The policy is fully supported by the Management Committee which has responsibility for its effective implementation. All the Centre's staff and volunteers are expected to abide by it.

The policy will be communicated to all staff and volunteers through training, team briefings, notice board displays and reference in staff handbooks as appropriate. Job applicants and potential volunteers will be informed of the contents of the equal opportunities policy.

The Centre is committed to making this policy fully effective. The Management Committee, in consultation with the staff and volunteers of the Centre, will review annually the procedures, practices and guidelines which underpin the policy.

Complaints and Disciplinary Action

All complaints of discrimination will be dealt with seriously, promptly and confidentially.

Breaches of the Centre's equal opportunities policy and practice will be regarded as misconduct and could lead to disciplinary proceedings and dismissal.

Employees, volunteers or clients who believe they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through our Grievance Procedure – a copy of which is available on request.

All complaints should be notified in writing to: Convener of the Management Committee,
One World Centre Dundee, 189 Princes Street, Dundee DD4 6DQ
or by email to: convener@oneworldcentre.org.uk

A finding of victimisation by any worker or volunteer will result in disciplinary action and may warrant dismissal.

The internal procedures of the Centre do not replace the rights of workers to pursue their complaints under any relevant legislation.

Approval and review

This policy was approved by the One World Centre Management Committee on the date specified in the header of this document. It will be reviewed every three years. All trustees, staff and volunteers with One World Centre are required to sign that they have read and will comply with this policy.