



EQUAL OPPORTUNITIES POLICY

Policy Statement

Bavs values diversity and is committed to equality of opportunity. In doing so, we recognise that every person is an individual with different needs, preferences and abilities. We aim to reflect this in all our activities, making them inclusive and accessible to all sections of the community; and to meet all our obligations under the *Equality Act 2010* and other relevant legislation.

This policy sets out our approach to equal opportunities and the avoidance of discrimination.

Staff and Volunteers

- All staff and volunteers have a responsibility to make others feel welcome, to use inclusive language; and to uphold and respect the dignity of others at the workplace.
- Bavs will use non-discriminatory selection and recruitment procedures for staff and volunteers. We will conduct equal opportunities monitoring of applicants, and where appropriate (for example, where there is under-representation of a particular group), lawful positive action measures such as special encouragement in advertisements or special training will be developed.
- Bavs will pursue fair employment procedures and practices designed to promote equal employment opportunities and eliminate discrimination; and regularly review their effectiveness. This will include making reasonable adjustments to our premises or working practices where appropriate.
- This policy will be distributed and explained to all employees and members of the trustee board.

- Any member of staff or any volunteer who believes that they or other(s) may have been treated in a manner that is not in accordance with this policy should raise it with their manager. Members of staff also have the option to raise matters, where appropriate, through the Bavs *Dignity at Work Policy*.

Service Delivery

- Bavs will work to ensure that the services that it provides are relevant and accessible, and welcoming to all sectors of society.
- Care will be taken to ensure individuals feel included, enabling them to take part in Bavs events or activities in a manner in which they feel comfortable.
- Any complaints regarding equality of opportunity in service delivery, whether from a stakeholder organisation or member of the public, should be raised using the Bavs *Complaints Procedure*.

Training

- Those involved in assessing candidates for recruitment will be trained in non-discriminatory recruitment and selection techniques.
- Staff and volunteers will be encouraged to attend diversity awareness and/or equal opportunities training as appropriate.

Monitoring and Review

- Operation of this policy will be monitored by the chief officer and any issues reported to the trustee board.
- The policy itself will be reviewed at least once every 3 years.

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