

Equal Opportunities Policy

(Review Date - 27 November 2025)

PURPOSE

This statement sets out the commitment of Boleskine Community Care (BCC) to the provision of equal opportunities to current and prospective staff and volunteers.

STATEMENT

BCC recognises that everyone has a contribution to make to our society and a right to equal opportunity. It is the policy of BCC to treat all employees and job applicants fairly and equally regardless of sex, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, age, disability or union membership status. No job applicant or employee, member, volunteer or organisation/individual to which we provide services will be discriminated against by us on the above grounds.

Furthermore, BCC will ensure that no requirement or condition will be imposed without justification that could disadvantage individuals purely on any of the above grounds.

In general, this policy applies to recruitment and selection, terms and conditions of employment including pay, promotion, training, transfer and every other aspect of employment.

Specifically, BCC states that:

- All employees (whether part-time, full-time or temporary), volunteers, members, and beneficiaries will be treated fairly and with respect.
- All vacancies will be advertised internally and externally simultaneously and will include a statement on equal opportunities.
- Selection for employment/volunteering, promotion, training or any other benefit will be based on aptitude and ability. All selection/rejection decisions will be recorded.
- All employees/volunteers/members will be helped and encouraged to develop their full potential and the talents and resources of individuals will be fully utilised to maximise the efficiency of the organisation.



All employees/volunteers/members have a legal and moral obligation not to discriminate and to report incidents of discrimination against any individual or group of individuals to the Trustees of the charity.

Our commitment is:

- To create an environment in which individual differences and the contributions of all our staff, volunteers, members and beneficiaries are recognised and valued.
- Every employee, volunteer, member and beneficiary is entitled to be part of an environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training and development opportunities are available to all staff/volunteers.
- Equality is good management practice and makes sound sense.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings or membership disqualification.

PROCEDURES

BCC will regularly review its procedures and selection criteria to ensure that individuals are selected, promoted and otherwise treated, according to their relevant individual abilities and merits. The successful implementation of this policy depends on the awareness and commitment of all staff, volunteers and Trustees. Hence, all new staff, volunteers and Trustees will be made aware of its existence and on joining the organisation and reminded they must conform with it on a regular basis.

IMPLEMENTATION

BCC is committed to the implementation of this policy and to a program of action to ensure that the policy is, and continues to be, fully effective. The overall responsibility for the policy lies with the Trustees of the charity. However, all staff are required to comply with the provisions of the policy statement and act in accordance with its objectives, to remove any barriers to equal opportunity.

Any act of discrimination by employees or any failure to comply with the terms of the policy will result in disciplinary action as determined by the Trustees of the charity.