



## **BIG SIS C.I.C.**

# **Equal Opportunities Policy**

<b>Policy comes in to force:</b>	<b>1st of March 2023</b>
<b>Review period:</b>	<b>1 year</b>
<b>Next review:</b>	<b>1st of March 2024</b>

Big Sis C.I.C. is committed to promoting equal opportunities for its staff, volunteers and users. We value diversity and encourage fairness and justice.

To achieve this:

- We will treat all employees, job applicants and volunteers fairly and equally regardless of their sex, sexual orientation, gender reassignment, marital or civil partnership status, race, colour, nationality, ethnic or national origin, religion, age, disability or union membership.
- We will not make any requirement or condition without justification which could disadvantage individuals purely on any of the above grounds. The policy applies to recruitment and selection, terms and conditions of employment including pay, promotion, training, transfer and every other aspect of employment.
- We will offer services fairly to all people, ensuring that anyone in contact with the organisation is treated with respect.
- We will make reasonable adjustments to enable people with disabilities to use our services.
- We will comply with the Equality Act 2010.

- We will ensure mechanisms are in place for responding to complaints of discrimination and harassment from staff, volunteers and the public.
- We will make this policy known to all staff, job applicants, volunteers and service users.

## **Training**

We will provide information and guidance to those involved in recruitment or other decision making where equal opportunities issues are likely to arise to help them understand their responsibilities and to avoid the risk of discrimination.

## **Your Responsibilities**

All staff and volunteers are responsible to support Big Sis C.I.C. to meet its commitment and avoid unlawful discrimination. If you believe that you have been discriminated against you should report this to your supervisor or mentor or the Managing Director under the **grievance procedure**. We take any complaint seriously and you will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

If you witness what you believe to be discrimination you should report this to your supervisor or mentor or the Managing Director as soon as possible.

Employees can be held personally liable as well as, or instead of, the organisation for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence. Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under our disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

The Managing Director will oversee the implementation of this policy annually.

Name: Miss Friederike Kunze

Position: Managing Director Big Sis C.I.C.