



## EQUAL OPPORTUNITIES POLICY

### **Introduction**

Border Rambler recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the organisation's position on equal opportunity in all aspects of employment, including recruitment and promotion, giving guidance and encouragement to volunteers to act fairly and prevent discrimination on the grounds of sex, race, marital status, age, sexual orientation or religion.

### **Statement of policy**

- (a) It is the policy of Border Rambler to ensure that no applicant or volunteer receives less favourable treatment on the grounds of sex, race, marital status, disability, age, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed to its legal obligation.
- (b) The organisation recognises that adhering to the Equal Opportunities Policy maximises the effective use of individuals in both the organisation's and volunteers best interests. Border Rambler recognises the great benefits in having a diverse workforce with different backgrounds, solely on ability.
- (c) The application of recruitment and training, will be purely on an individual's ability and merits.

(d) All volunteers of the organisation will be made aware of the provisions of this policy.

## **Recruitment**

(a) Advertisements will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, sexual orientation or religion.

(b) Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.

(c) All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance.

(d) All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

## **Training**

(a) Volunteers will be provided with appropriate training regardless of sex, race, marital status, disability, age, sexual orientation or religion.

## **Grievances and victimisation**

(a) Border Rambler emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the organization's Disciplinary Procedure.

(b) Any complaints of discrimination will be pursued through the organisation's Grievance Procedure.