



BERWICKSHIRE ASSOCIATION FOR VOLUNTARY SERVICE (BAVS)
EQUAL OPPORTUNITIES

1 Purpose

BAVS is an Equal Opportunities employer. BAVS considers all forms of discrimination to be unacceptable in the workplace. It is the policy of this organisation to provide equal opportunities throughout employment, including remuneration, recruitment and the training and promotion of all employees. This means that all job applicants and employees will receive equal treatment regardless of race, nationality, ethnic or national origin, sex, mental or physical disability, age, religion or belief, marital status, sexual orientation or working hours.

BAVS is committed to the promotion of equal opportunities and to ensure that the human resources, talent and skills of all employees are maximised. BAVS' policy is to treat all employees with respect and dignity and to ensure that employees are not victimised, bullied or subjected to harassment on any grounds.

BAVS seeks to fulfil this commitment to equal opportunities through the application of policies and procedures which are consistent and equitable and which recognise the expertise and ability of each individual.

There will be a regular review of the application of this policy by BAVS in order to ensure its effectiveness. Everyone has a responsibility to ensure this policy is carried out properly. Managers are responsible for ensuring that any discriminatory behaviour is dealt with swiftly and firmly.

2 To whom the policy applies

This policy applies to all BAVS' employees and workers providing services to BAVS, irrespective of seniority, and to all applicants for employment with BAVS.

The aims of this policy are:

- to promote equality of employment opportunities;
- to eliminate discrimination in employment;
- to apply relevant supportive employment procedures and practices and develop appropriate training programmes; and
- to provide a means of monitoring equality of opportunity in the provision of services.

3 Application of the policy

All terms and conditions of employment and related benefits shall be non-discriminatory, except in cases where there is a legal requirement that the jobholder is of a specified gender or where health and safety requirements apply.

All applicants for employment and all employees applying for alternative positions or promotion within BAVS shall be assessed according to their skills, experience and suitability to do the job.

Job advertisements used will be non-discriminatory. Similarly, the publication in which advertisements are placed will be selected to target a full spectrum of potential job applicants.

4 Training

Equal consideration will be given to all employees for training and development.

5 Implementation and monitoring

Implementation

- BAVS will become more aware of discrimination and the problems it causes: how it affects us and the implications for our work.
- BAVS will work to ensure that the services that it provides are relevant and accessible to all sectors of society.
- this policy will be distributed and explained to all employees and members of the Executive Committee.
- this policy will be distributed to all prospective employees as part of the application pack and BAVS will declare itself as an Equal Opportunities employer in all job advertisements.
- those involved in assessing candidates for recruitment will be trained in non-discriminatory recruitment and selection techniques.
- 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 employment procedures and practices designed to promote equal employment opportunities and eliminate discrimination and regularly review their effectiveness.

Monitoring and Review

- all policies and procedures of BAVS will be monitored and reviewed in relation to compliance with the Equal Opportunities Policy.
- the Equal Opportunities Policy will be reviewed annually.

7 Remedial procedure

If you believe that you have been subjected to discrimination on any grounds you are encouraged to discuss the matter informally with your line manager. You are also entitled to raise a formal complaint at any time. In such circumstances, you should invoke BAVS' Grievance policy and procedure.