

# The MacDougall of Dunollie Preservation Trust



## Equal Opportunities Policy

### Aim of the Policy

The MacDougall of Dunollie Preservation Trust (DPT), recognises and challenges the existence of discrimination in society and is fully committed to operating to benefit all of its staff and customers.

This policy will set out the ways in which the Trust aims to promote equality and diversity in its operation. It is our policy to provide equality to employees, volunteers and all other users, irrespective of age, disability, gender (including gender reassignment), marital or civil partnership status, race, religion or belief, sex or sexual orientation.

### Scope

The Equality and Diversity Policy applies to job applicants and potential applicants, employees, contract workers, trainees and students on work experience and placements, volunteer workers and users and potential users.

### Aims and Objectives

DPT pledges to make sure that all practices in relation to its activities are free of any direct and/or indirect discrimination bias on grounds of gender, race, sexual orientation, relationship status, religious belief, age or disability.

The aims and objectives of our Equal Opportunities Policy are to:

- Promote equality of opportunity to all persons.
- Prevent occurrences of unlawful direct and/or indirect discrimination.
- Fulfil DPT's legal obligations under the Equality Act 2010 and associated codes of practice.

## Implementation

The General Manager has responsibility for the effective implementation of the Equality Policy. All volunteers, employees, contractors, trainees and users of the Dunollie site are expected to comply with it and help create an environment which is welcoming to all.

To implement the policy, we will:

- Communicate the policy to all employees, volunteers, contract workers and users and in general communications e.g. via our website.
- Provide Equality and Diversity training where necessary.
- Ensure that recruitment panels are fully aware of non-discrimination selection techniques.
- Encourage users from a diverse range of backgrounds to be involved with DPT and benefit from its resources.

## Complaints

Employees, users or volunteers who feel that they have suffered discrimination are entitled to raise the matter through the Grievance Procedure obtainable from the Staff Handbook.

In addition to internal procedures, employees have rights under national legislation. Employees wishing to make a complaint to a tribunal will normally be required to raise their complaint under our internal Grievance Procedure first.

Complaints will be dealt with promptly, fairly and confidentially, and management will ensure that no employee or volunteer who raises a complaint will be treated unfairly as a result.