

Fish Volunteer Centre recognises and values people's differences and will assist them to use their talents to reach their full potential.

The organisation will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the organisation.

This policy is designed to ensure that Fish Volunteer Centre complies with its obligations under equality legislation and demonstrates our commitment to treating people equally and fairly.

Fish Volunteer Centre is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics).

Using fair and objective employment practices, the organisation aims to ensure that

- All employees and potential employees are treated fairly and with respect at all stages of their employment.
- All employees (volunteers/service users) have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from other employees or by people (third parties) who are not employees of Fish Volunteer Centre such as clients.
- All employees (volunteers/service users) have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
- All employees (volunteers/service users) have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not.

The policy applies to all employees, volunteers and trustees of Fish Volunteer Centre.

The policy applies to all stages of employment including recruitment and selection, promotion and training.

As an organisation, we value the variety of different views, outlooks and approaches that a diverse workforce bring. This assists us to provide improved services and increase our understanding of our service users/clients.

We will do all we can to ensure no one will receive less favourable treatment or is to be disadvantaged by requirements or conditions, which cannot be shown to be justifiable.

Employees and volunteers (including trustees) of Fish Volunteer Centre have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

Responsibility for promoting awareness of this policy and monitoring that it is being followed rests with the trustees of Fish Volunteer Centre.

### **Breaches of the Equality and Diversity Policy by employees**

Breaches of this policy by employees may be dealt with under the disciplinary procedures.

Employees, volunteers and trustees are also personally liable under equality legislation for any act of unlawful discrimination.

All staff, trustees and volunteers will be involved in creating an equality environment and one that values diversity.

### **COMMUNICATIONS**

Communication of the policy to job applicants and employees/ volunteers through the induction process.

### **WORKING WITH PARTNERS**

In selecting our partners, we will consider their commitment to Equality and Diversity by: reviewing their diversity policies.

### **MONITORING THE POLICY**

This policy will be monitored to judge to what extent it is working and identify areas for improvement.

Employees who feel that they have suffered any form of discrimination should raise the issue through the following means: raising it with the Office Manager who will bring a formal notice to the trustees.

Volunteers who feel that they have suffered any form of discrimination should raise the issue through the following means: raising it with the Office Manager who will bring a formal notice to the trustees.

Service users who feel that they have suffered any form of discrimination should raise it with the chairman of FISH Volunteer Centre.

Employees/volunteers/service users should also use this approach if they feel that they been the subject of harassment from someone who is not an employee of FISH Volunteer Centre. FISH Volunteer Centre) will not tolerate any harassment from third parties towards its employees/volunteers/service users and will take appropriate action to prevent it happening again.

If an employee/volunteer/service user witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex and sexual orientation, even if it is not directed at them they should also use this procedure.

This policy was approved by the trustees of FISH Volunteer Centre on 25<sup>th</sup> April 2019 and will be reviewed every two years to ensure that it remains up to date and reflects the needs and practices of the organisation.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered