

MEV POLICY – VOL 014

Manchester Event Volunteers	Volunteer Services
Policy Number	VOL 014
Policy Title	Equal Opportunities

POLICY DESCRIPTION

Principles of Equality of Opportunity:

We subscribe to the following principles. These principles refer to all volunteers where relevant

- Fair practices in the workplace
- Consideration of the individual needs of others
- Management decisions being made without bias
- Recognition of and respect for the social and cultural backgrounds of all volunteers and members of the public
- Zero tolerance of harassment
- Employment practices which enhance:
 - Workforce satisfaction
 - Staff motivation and commitment to the job
 - A well and appropriately trained workforce
 - Staff retention
 - Delivery of quality services

Equal Opportunity aims to ensure fair outcomes in all areas of employment including:

- Training and development
- Access to information
- Supervision and management of staff

POLICY IMPLEMENTATION

Should a volunteer believe a situation is occurring, which is contrary to the statement above, they must notify the immediate supervisor/ manager/Volunteer Manager, or the MEV Central Team. All allegations of harassment and/or discrimination will be promptly and thoroughly investigated. Confidentiality will be maintained. Where allegations are substantiated, appropriate action will be taken to ensure that the harassment and/or discrimination does not continue.

Equal Opportunities involves both the recognition and acceptance that discrimination and disadvantage means that some members of the community are unjustifiably denied equal access to services. By adopting an equal opportunities policy, we seek to redress this imbalance to ensure equal access to services.

Harassment is behaviour, which is imposed by one person on another. It is unwanted by the recipient. It is unreciprocated. It is one-sided. It is unwelcome and offensive. Harassment can be in either written, verbal or physical form and causes another person distress. Harassment is unacceptable in the workplace and we all have a responsibility to ensure that we do not engage in this behaviour.

Discrimination can take two forms. Direct discrimination when one person is treated less favourably because of their race, sex, age, sexuality, religion, disability, marital status or responsibility for dependants. Indirect discrimination is when a condition or requirement is applied in a work situation which seems, on the face of it, to apply equally to all but which, in practice, can be met by fewer people from one of the groups listed **and** is not strictly justifiable in terms of the work required.

POLICY RATIONALE

We are an equal opportunities employer. We are committed to the provision of equal access to its services and equal treatment of all people.

All volunteers are responsible for ensuring that we provide a work environment free of harassment and discrimination and where everyone is treated with respect, fairness and equity.