NB This template needs to be tailored to the specific circumstances of each organisation. It was designed for a small organisation, so in the case of a larger organisation some of the suggested text may not apply. Square brackets indicate the text that is most likely to need tailoring. This policy may be required on a stand-alone basis or may feature as part of a corporate social responsibility policy.

# ANYORG: Equal opportunities policy (short version)

##### Status, e.g. approved by board / directors/ management committee [delete as appropriate] [date]; to be reviewed [date]

#### Service provision

It is central to our work that we take action to address the social disadvantage faced by [beneficiary group(s)]. We are aware that positive action may be needed in areas such as [any issues or target groups identified through your equal opportunities action planning process].

Within this framework the project will not discriminate on the basis of age, gender, disability, race, class, religion, sexuality, marital status, caring responsibility, HIV status or unrelated criminal conviction. [The project will also actively seek to ensure that no volunteer is subject to such discrimination with any host agency to which he/she may be referred.]

To make this policy effective, the board / directors/ management committee [delete as appropriate] will:

* [ensure that our service works towards an appropriate quality mark]
* ensure that [key issues identified above] are built into our service plans
* monitor, through verbal and written reports, and statistics where appropriate, the delivery, accessibility and availability of our services, [including volunteer placements]
* continually review our service provision and provide where necessary training for management and staff members [and volunteers]
* operate and publicise procedures for informal feedback and formal complaints

#### Employment and volunteering

We are committed to being an equal opportunity employer. We will ensure that no job applicant, employee, volunteer or placement student:

* receives less favourable treatment on the grounds of age, gender, marital status, race, religion, creed, sexual orientation, disability, unrelated criminal conviction, HIV status or membership of a trade union
* is disadvantaged by conditions or requirements which cannot be justified

The programme of action to make this policy effective involves:

* internal procedures for resolving staff grievances [and problems arising for volunteers]
* fair and effective selection and appraisal procedures (to ensure that individuals are treated on the basis of their relevant merits and abilities)

#### Governance

We will seek to ensure that our the board / management committee [delete as appropriate] is made up of a diverse group of people, including [any significantly under-represented groups identified].

The programme of action to make this policy effective involves:

* regular self-appraisal by the board / directors/ management committee [delete as appropriate]
* clear and transparent polices for membership of the organisation and the board / management committee [delete as appropriate] membership
* induction, training and guidance for board members / directors/ management committee members [delete as appropriate]