# Equal opportunities policy guidance

Most groups will need a policy entitled something like ‘Equal Opportunities’ or ‘Equality and Diversity’, if only to satisfy the expectations of funders and others. Groups with aspirations to good practice, or for whom equality is a genuine passion, are likely to want go beyond this and treat the drafting exercise as a labour of love.

The minimum requirement is to show awareness of the legal requirements under the [Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/contents) and your intention to ensure that you meet these.

Beyond this, drafting a policy is as much of an art as a science. Your policy needs to reflect a number of key things:

1. A collective thinking process within your organisation that is both analytical and creative
2. A genuine desire to make things better
3. A set of intentions appropriate to the size and resources of your organisation
4. An intention to monitor the practical effect of your policy

With this third point in mind, we are offering a couple of examples:

* [Sample policy for a small organisation](https://www.manchestercommunitycentral.org/sites/manchestercommunitycentral.co.uk/files/Equal%20Opportunities%20Policy%20%28Short%20Version%29.docx)
* [Sample policy for a larger organisation](https://www.manchestercommunitycentral.org/sites/manchestercommunitycentral.co.uk/files/Equal%20Opportunities%20Policy%20%28Long%20Version%29.docx)