



Equality Policy

Policy brief & purpose

Our equal opportunity policy expresses the charity's commitment to promote equality and conduct its business according to principles of social justice, respect and freedom of expression when dealing with diversity in the workplace.

Scope

This equal opportunities policy applies to all prospective or current employees/volunteers of the charity, as well as contractors and visitors, who are vulnerable to discriminatory treatment due to certain individual characteristics.

Policy elements

Discrimination in the workplace is any kind of direct or indirect negative action or attitude towards an employee/volunteer that is founded in one or more characteristics of said employee/volunteer which are subject to protection by law and that might create an intimidating, threatening or uncomfortable environment of employment.

Discrimination can refer to different forms of diversity including but not limiting to:

- gender
- sexual orientation
- ethnicity or nationality
- religion or beliefs
- age
- disability
- medical history
- marital status



Areas where the charity will engage in preventive as well as affirmative action to ensure equal opportunity include hiring, training, performance evaluation, promotions, compensation, benefits and termination. The list is by no means exhaustive and any other process or function will also be subject to dictations by law and charity policy.

The company will strictly refrain from demonstrating bias or prejudice towards individual differences which will be valued and protected. People will be given the chance to work in a discrimination-free environment which will help everyone feel that their worth and rights are respected.

Actions

Actions aiming towards equal opportunity include the following:

- use of inclusive, diversity-sensitive language in all official documents, signs etc.
- modification of structures and facilities to accommodate people with disabilities
- leave and flexible work arrangement policies to provide for parental, medical or other needs
- hiring, training and evaluating processes that do not focus on characteristics irrelevant to employment, job specifications, qualifications, productivity etc.
- inclusion of religious or national holidays of all people that are part of the workforce in the charity's official schedule and arrange their leaves upon request
- educational sessions and groups on diversity for employees/volunteers
- open door practices to make the reporting of unlawful discriminatory conduct easier
- active encouragement of employees/volunteers to propose improvements
- explicit prohibition of discrimination and clearly defined consequences

Grievance Procedures

All supervisors and managers/Trustees are responsible to ensure that policies of equal opportunity are applied at all times and that all procedures and practices are free of discrimination. All staff/volunteers are obliged to follow legal guidelines and equal opportunity employer principles. In cases when these rules are violated, employees/volunteers can address the offender directly. If the issue is not resolved they can report to the Chair of Trustees or their immediate supervisor. The report will be investigated as soon as possible and all parties will be listened to. The



employee/volunteer that suffered the offence will be protected against harassment and victimization.

Disciplinary Consequences

The party which is guilty of any kind of discriminatory behaviour will be subject to disciplinary repercussions that vary in regards to the severity of the violation. Possible consequences will include reprimand, detraction of benefits for a definite or indefinite time, demotion, suspension or termination for more serious offences. Involuntary or indirect discrimination will be resolved through training, counselling and modification of procedures to ensure fair treatment.