

# SNAAP Equal Opportunities Policy

## Introduction

SNAAP recognises that some people discriminate against others because of their age, disability, race, religion or belief, sex or sexual orientation, gender reassignment, marital status or civil partnership, pregnancy and maternity. These are referred to as protected characteristics under law.

There are two types of discrimination: direct and indirect.

*Direct discrimination* occurs when one person is treated less favourably than another because of a protected characteristic they have or are perceived to have or in certain circumstances because they are associated with someone who has a protected characteristic.

*Indirect discrimination* occurs where a provision, criteria or practice is applied that has the effect of disadvantaging a group of people with a particular protected characteristic more than persons in another group, unless it can be justifiable in the given situation.

## Statement of Intent

We are opposed to all forms of discrimination both individually and as an organisation, and we will work to promote equal opportunities in our work and in the employment of staff and volunteers.

As an organisation working to improve the lives of disabled people and carers, SNAAP pledges to ensure its policies and procedures are particularly effective in challenging discrimination.

We will seek to eliminate individual and institutional discrimination whether direct or indirect, on whatever grounds, both within the organisation and in all areas of our work.

We will promote an ethos that values all our members, staff and volunteers positively.

The implementation of this equal opportunities policy applies to anyone using the service, volunteers, paid staff, trustees and all others affected by and associated with SNAAP.

## Equality in our service provisions

SNAAP will strive to ensure that equal opportunities are fully integrated into all service areas and will make diversity central to service delivery and development. We will do this by:

- undertaking appropriate actions to remove discrimination and inequalities from our services, projects and activities. For example on occasions we may prioritise support for those sections of the community who are currently under represented in our service – this is known as positive action and is allowed within the law
- endeavouring to ensure accessibility to our information about our services and activities by providing it in different formats upon request

- expecting everyone working for SNAAP, whether paid staff, volunteers or trustees to become more aware of their own attitudes and behaviour, how these affect their work, and be willing to change where appropriate ensuring they treat colleagues and service users with dignity and respect at all times
- expecting all those working at SNAAP to treat all clients/service users equally and fairly, and to be willing to challenge and change attitudes and behaviours where appropriate:

### Equality in Employment

SNAAP is committed to the principle of equal opportunity in employment. The Board of Trustees will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant or employee receiving less favourable treatment on the grounds of age, disability, race, religion or belief, sex or sexual orientation, gender reassignment, marital status or civil partnership, criminal conviction, pregnancy and maternity or being a part-time or fixed term worker.

We will ensure that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

The Board of Trustees, through the General Manager, has the primary responsibility for:

- not discriminating in the course of employment against employees or job applicants, for example vacancies will be advertised as widely as possible to attract a wide range of candidates.
- providing specifically adapted equipment where necessary and wherever possible to enable employees and volunteers to carry out their work effectively
- not inducing or attempting to induce others to practice unlawful discrimination
- bringing to the attention of employees that they will be subject to disciplinary action for discrimination or harassment of any kind

### Employees' and Volunteers' responsibilities

Individual paid employees and volunteers have the responsibility to ensure that they assist SNAAP in successfully achieving these objectives by:

- not discriminating in the course of employment against fellow employees and volunteers, service users and their family members, suppliers or members of the public with whom they come into contact during the course of their duties
- not inducing or attempting to induce others to practice unlawful discrimination
- reporting any discriminatory action or harassment to the Manager

### Discrimination and victimisation

Everyone is entitled to be treated fairly and not be subjected to discrimination. Staff, volunteers or trustees must never harass, bully or discriminate against people they meet in the course of their work, particularly in relation to age, disability, gender reassignment, marital status or civil

partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, or criminal conviction. Harassment may take a number of forms including verbal, physical and by the use of offensive materials. It may be an isolated incident or a repeated action, but whatever form it takes it will be uninvited, unwanted, un-reciprocated, unreasonable and offensive to the recipient.

### Disciplinary Procedure

SNAAP emphasises that discrimination, victimisation, bullying and harassment is unacceptable conduct that may lead to disciplinary action under its *Disciplinary Procedures Policy*.

### Grievance Procedure

Employees or volunteers who consider that they have been discriminated against, victimised or harassed should raise the matter under the *SNAAP Grievance Procedure*. An employee or volunteer who has raised such a grievance or who has been given evidence on behalf of another employee or volunteer will not suffer any detriment as a result.

### Implementation of the Policy

The successful achievement of this policy requires everyone to contribute. All employees and volunteers have the obligation to report any act of discrimination or harassment known to them.

As part of the induction process, new employees, volunteers and members of the Board of Trustees will be given this equal opportunities policy, enabling them to understand their responsibilities for ensuring equality of opportunity to everyone affected by and associated with SNAAP.

Date last reviewed: July 2023

Date next review due: July 2024