

Yelabus Equal Opportunities Policy

Statement

Yelabus is committed to the principle of equal opportunities.

In implementing the Equal Opportunity Policy Yelabus accepts the statutory requirements laid down in the Race Relations Act, Sex Discrimination Act, Employment Equality (Religion or Belief) Regulations, Employment Equality (Sexual Orientation) Regulations, Employment Equality (Age) Regulations, Equal Pay Act and the Disability Discrimination Act.

Yelabus objective is to ensure that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

Employment Practice:

Yelabus aims to be an equal opportunities employer and to ensure that no job applicant or employee receives less favourable treatment on the grounds of any factors irrelevant to a person's ability to do a job.

Service Delivery

Yelabus seeks to ensure that its services are accessible to all sections of the community

Definitions

Yelabus understands **discrimination** to be unfavourable treatment of an individual or group of individuals.

Yelabus will not condone **direct or indirect discrimination, harassment or victimisation**

Policy Management and Delivery Mechanisms

1. Responsibility for Implementation

Yelabus Trustees have ultimate responsibility for the equal opportunities policy. All Trustees shall seek to ensure the policy is followed.

2. Structure for Implementing the Policy

All employees and Trustees will be informed that an equal opportunities policy is in operation and they will be bound to comply with its requirements. The policy will also be drawn to the attention of Yelabus members, funding agencies, job applicants and where appropriate, users. Yelabus Trustees will keep abreast of developments in equal opportunities practice.

3. Obligations of Staff

Yelabus Trustees have the primary responsibility for successfully meeting these objectives.

4. Procedure for Dealing with Complaints of Discrimination

Yelabus Trustees (or a sub-committee thereof) will deal with complaints about discrimination, harassment, victimisation and bullying involving staff or users.

5. Personal Data

Yelabus may ask clients using services, job applicants, volunteers and committee members for information about their ethnic origin, disability, marital status, age or other personal information, but will only do this for a specific defined purpose, such as collecting statistical data for funders, for research, or their own monitoring to evaluate the impact of this policy.

6. Policy Review

This policy should be reviewed every two years or on change of Chairman of Trustees and each review should be evidenced by signature and date below.

Signed.....

Dated