



## EQUAL OPPORTUNITIES POLICY AND PROCEDURES

Early Voices Wales, Registered Charity 1208080

## Equal Opportunities Policy & Procedures

### Early Voices Wales:

- Accepts that in society certain groups or individuals are denied equality on the grounds of race, gender, marital status, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation and religion/belief or any other factor irrelevant to the purpose in view.
- Welcomes the statutory requirements laid down in the Equalities Act 2010 and is committed to complying with the Equalities Act 2010 with such other Acts and statutory requirements furthering equality of opportunity for all as also apply to its charitable activities.
- Recognises that it has moral and social responsibilities that go beyond the provisions of the above-mentioned Acts and Regulations, and that it should support and contribute to the wider process of change through all aspects of its work and practices to eliminate discrimination and promote equality and diversity.

### Early Voices Wales is committed to taking positive steps to ensure that:

- all people are treated with dignity and respect, valuing the diversity of all.
- equality of opportunity and diversity is promoted.
- services are accessible, appropriate and delivered fairly to all.
- the mix of employees, volunteers and management committees (as applicable) reflects, as far as possible, the broad mix of the population of its local community.

## POLICY

This policy applies to all Trustees, staff, volunteers, management committee members, users and the public.

Early Voices Wales will treat all people with dignity and respect, valuing the diversity of all. It will promote equality of opportunity and diversity. It will eliminate all forms of discrimination on grounds of race, gender, marital status, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation, religion/ belief, irrelevant offending background or any other factor irrelevant to the purpose in view.

For this policy to be successful, it is essential that everyone is committed to and involved in its delivery. Early Voices Wales aims to embed this in all its policies, procedures, day-to-day practices and external relationships.

## AIMS

Early Voices Wales aims to:

- Provide services that are accessible according to need.
- Promote equality of opportunity and diversity in volunteering, employment and development.
- Create effective partnerships with all parts of our community.

## OBJECTIVES

Early Voices Wales's objective is to realise its standards by:

- Sustaining, regularly evaluating and continually improving its services to ensure equality and diversity principles and best practice are embedded in our performance to meet the needs of individuals and groups.
- Working together with the community to provide accessible and relevant service provision that responds to service users' needs.
- Ensuring staff, volunteers and trustees are representative of the community served and the employment policies are fair and robust.
- Responding to volunteers' & employees' needs and encouraging their development to increase their contribution to effective service delivery.
- Recognising and valuing the differences and individual contribution that all people make to Early Voices Wales.
- Challenging discrimination.
- Providing fair resource allocation.
- Being accountable.

Early Voices Wales recognises, respects and values diversity in its Trustees, employees, volunteers and service users.

Early Voices Wales has this policy because it is a people-led organisation that must always ensure it meets the needs of the community through fair and appropriate employment and development of the people who work and volunteer for Early Voices Wales.

## Procedures

This policy covers the behaviour of all people employed or volunteering in Early Voices Wales or using the services and sets out the way they can expect to be treated in turn by us. The overall responsibility for ensuring adherence to and implementation of this policy lies with the Trustees, staff and the management committee.

Early Voices Wales intends to implement this policy by:

- Ensuring that it is a condition of paid employment in Early Voices Wales.
- Ensuring that Trustees, Management committee, volunteers and users are made aware, understand, agree with, and are willing to implement, this policy. All staff and volunteers will be given a copy of this policy as part of their induction.
- Actively encouraging Trustees, staff, management committee and volunteers to participate in anti-discriminatory training and making time and resources available for such training.
- Monitoring the services, publicity and events provided by Early Voices Wales, to ensure that they are accessible to all sections of the population and do not discriminate, and taking active steps to ensure that participation is open to all.

## Monitoring and reviewing:

Early Voices Wales has declared its commitment to establishing, developing, implementing and reviewing a policy of equality of opportunity. Effective record keeping and monitoring, and acting on information gathered, are essential to measure effectiveness and plan progress. The management committee will review the policy annually.