**[*Insert CAG name here*] - Equal Opportunities Policy**

**Purpose**

The purpose of this policy is to ensure equal opportunities for all employees, volunteers, job applicants, clients and customers [***delete as appropriate for your group***], irrespective of race, colour, nationality, ethnic or national origin, sex, marital or civil partner status, sexual orientation, gender reassignment, disability, age, religion or belief (the "protected characteristics"). We value diversity and the individuality and creativity that every worker, volunteer and participant potentially brings.

**Application of the Policy**

This policy applies to all the employees, volunteers, participants and all applicants for employment [***delete as appropriate for your group***] with [***insert group name***].

If this policy of Equal Opportunities is not applied, valuable talent and potential may be wasted. Discrimination, harassment, and victimisation are not only illegal, but also affect morale and profitability generally, and can bring about a climate of fear, insecurity, and poor work performance.

[***insert group name***] takes Equal Opportunities very seriously and will not tolerate acts which breach this policy. It is your responsibility to ensure your conduct conforms with the expected standards and reflects this policy. Wilful failure to apply the policy or evidence of discrimination, harassment, or victimisation may result in disciplinary action being taken against you, and in serious cases, dismissal.

**Operating Principles**

* Employees, volunteers, participants, job applicants, clients and customers [***delete as appropriate for your group***] will be treated fairly, openly and honestly, and with dignity and respect.
* No employees, volunteers, participants, job applicants, clients and customers [***delete as appropriate for your group***] will receive less favourable treatment on grounds of any protected characteristic.
* Equality of opportunity is about good employment practice. Steps will be taken to make sure all practices ensure equal opportunities.
* Employment decisions on recruitment, promotion and training will be made solely on the basis of merit.
* Everyone has the right to work or volunteer in an environment free of unlawful discrimination and harassment. We will not tolerate such behaviour under any circumstances.
* Disciplinary action, including dismissal, may be taken against any employee found responsible for harassment or discrimination.
* We will circulate our equal opportunities policy to all employees and volunteers

**Breaches of the Policy**

* If you feel that the Policy has not been applied in your case you may discuss the matter with the [***insert group name***] committee/board/steering group [***delete as appropriate for your group***]. You are entitled to raise a formal complaint at any time.
* Allegations regarding potential breaches of this policy will as far as possible be treated in confidence and investigated. Employees or volunteers who make such allegations in good faith will not be victimised or treated less favourably as a result.
* Any employee who is found to have committed acts of discrimination or harassment will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal.

**This policy has been accepted by:**

**Name:**

**Position:**

**Date:**