**Equal Opportunities and Diversity**

**Policy**

The (organisation) is firmly committed to diversity in all areas of work. The (organisation) practices and promotes fairness and inclusiveness in its hiring and retention of staff and volunteers. We welcome staff and volunteers of all ages, abilities, ethnicities, nationalities, religious beliefs, sexual orientations and gender identities. The (organisation) is also committed to developing and maintaining an organisation in which differing ideas, abilities, backgrounds and experiences are able to participate and contribute.

**What you can do**

In order to comply with this policy we expect you to treat everyone – staff, other volunteers and members of the public – fairly and without bias. You should:

* Focus on what others can do, rather than what they cannot
* Ensure that no other volunteer or member of staff is being excluded or isolated from the task or project
* Not to stereotype or generalise about groups of people
* Listen to and respect everyone’s views regardless of their background status or experience

We expect all staff and volunteers to comply with this policy at all times, failure to do so will result in the appropriate action being taken.

**If you have a complaint**

We will investigate any claims of discrimination.

* To make a complaint we will require the following information
* Details of what, where and when the occurrence took place and if previously reported, to whom.
* Any witness statements or names.
* Any names of others who have been treated in a similar way (if known).
* A preference for a solution to the incident.

Complainants should keep the matter confidential; any notes made will remain confidentially with the volunteer manager. The anonymity of the complainant will be protected as far as possible. Please refer to the complaints procedure for further guidance.