

## **EQUAL OPPORTUNITIES POLICY**

### **1 Equal opportunities statement**

- 1.1 Thrive Scotland is committed to promoting equal opportunities in employment. Any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, paternity, childcare responsibilities, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. These are referred to in this policy as a Protected Characteristic.

### **2 About this policy**

- 2.1 This policy applies to all aspects of employment with Thrive Scotland, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

### **3 Discrimination**

- 3.1 Thrive Scotland volunteers and staff must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts), and on work-related trips or events, including social events. The following forms of discrimination are prohibited and are unlawful:
- 3.1.1 Direct discrimination: treating someone less favourably because of a Protected Characteristic.
- 3.1.2 Indirect discrimination: a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect staff with young children.
- 3.1.3 Harassment: this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.
- 3.1.4 Victimisation: retaliation against someone who has complained or supported someone else's complaint about discrimination or harassment.
- 3.1.5 Disability discrimination: this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

### **4 Recruitment and selection**

- 4.1 Recruitment, promotion and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination.

**5 Disabilities**

5.1 If you are or become disabled, we encourage you to tell Thrive Scotland about your condition so that we can consider reasonable adjustments or support.

**6 Breaches of this policy**

6.1 Breaches of this policy will be dealt with in accordance with Thrive Scotland employment conditions. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

6.2 If you believe that you have suffered discrimination you can raise the matter with the Board of Directors. Complaints will be treated in confidence and investigated as appropriate. You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with accordingly.

**7 Policy review**

Policy owner	Partnerships Director
Reviewed annually	Board of Directors
Policy date	October 2017
Next policy review date	October 2018