



Sexual Abuse & Incest Line

'Surviving and Thriving'

## **EQUAL OPPORTUNITIES AND DIVERSITY POLICY**

### **Purpose and scope**

SAIL recognises that everyone has a contribution to make to our society and the right to equal treatment. We are committed to providing a fair and just service to advocate the needs of people who are disadvantaged or under-represented in our community.

SAIL aims to achieve equality of opportunity in its activities and recognises that discrimination and associated disadvantages affect a wide range of groups and individuals in our society. Our aim is to ensure that no job applicant, staff member, volunteer, Board member, visitor, customer of our services or any individual will be discriminated against on the grounds of race, sex, religion, marital status, nationality, ethnic origin, age, disability or sexual orientation.

SAIL is committed to providing equal opportunities throughout employment, including in the remuneration, training and promotion of staff. SAIL will act promptly to deal with any complaints or grievances raised in respect of any breach of this policy.

SAIL will at all times comply with any Equality legislation at the time in force including the Equality Act 2010.

### **Information & Publicity**

All staff have a responsibility for implementing the procedures as documented within this policy and related policies.

All our publicity, information and training literature will include positive images of all people, especially those disadvantaged by society. We will take special care that this literature is free from language, attitudes and images which are sexist, racist, ageist, disabling or negative towards sexuality or gender.

Every effort will be made to obtain information relevant to underrepresented groups and disadvantaged individuals. Where signposting to other sources provides a better service, the information needed will be available and up to date.

### **Recruitment and selection**

Recruitment and promotion decisions will be made on the basis of fair and objective criteria and will ensure that the selection process for job opportunities is fair and open.

SAIL will ensure that information about vacant posts will be circulated as widely as possible, so that it may reach as wide a group as possible. SAIL will encourage job applications to be made from all parts of the community and will aim to encourage persons from under-represented groups to apply for employment with SAIL.

All job applicants will be treated equally and in accordance with the Equality legislation at the time in force. Applicants will be considered on their merits and skills for employment, career development and promotion without discrimination.

DBS and vetting checks will be carried out in accordance with the requirements of employees roles before they are able to work unsupervised. Records will be kept in line with any data protection legislation at the time in force.

### **Training, Facilities and Benefits**

All employees will be provided with the appropriate training for their needs, regardless of their race, sex, religion, marital status, nationality, ethnic origin, age, disability or sexual orientation. The Employer will make no distinction based on such grounds between the training, facilities and benefits it provides to its employees.

### **Working environment**

SAIL is committed to providing products and service that are equally accessible to all staff and clients. Wherever reasonably practicable SAIL will make reasonable adjustments to working conditions and practices appropriate to the needs of all staff. Every effort will be made to enable the full participation of anyone wishing to attend our activities or use our services.

### **Roles and responsibilities**

It is the responsibility of all employees to ensure that they abide by this policy and you can contribute, in particular, by:

- not discriminating against fellow employees, customers, service users or members of the public with whom you come into contact during the course of your duties;
- not inducing or attempting to induce others to practice unlawful discrimination.

If you consider that you are a victim of unlawful discrimination, you should raise this issue through the Grievance Procedure. You should be assured that SAIL will at all times take such allegations seriously and will carry out a full investigation and take appropriate measures against unacceptable behaviour.