



Author: WPCS
Review: November 2017

Equal Opportunities Policy & Procedures

These policies and procedures aim to provide the means by which the Society can ensure that each individual is treated equally and fairly. The separate procedures which form part of this policy will ensure that all persons involved with the Society are treated with respect, courtesy, integrity and equality of opportunity in all aspects of their contact with The Welsh Pony and Cob Society.

Statement of Commitment

The Welsh Pony and Cob Society acknowledges and respects cultural and religious diversity, and affirms that it will not tolerate any unlawful act of discrimination, any form of harassment (see separate policy on bullying and harassment), or any unjustifiable act of discrimination on any grounds including colour, race, nationality, ethnic origin, marital or parental status, sex, sexual orientation, disability, religious beliefs, social class, age and language.

The policy further commits the Society to fulfil its legal duty by challenging all forms of direct and indirect discrimination.

The Society will ensure that there is a sound system of monitoring and progress review to ensure all issues are addressed and a culture of equal opportunities is embedded in all aspects of the work of the Society.

This policy covers all people who have contact with the Society, Council, Staff and Members and those who benefit from the services we provide.

Bullying and harassment are addressed under separate policies and procedures.

Responsibilities

Council

As the governing body of the Society the Council is responsible for ensuring that the principles of this policy become part of the overall culture of the organisation by:

- Leading by example and demonstrating an active commitment to equality of opportunity
- Reviewing and monitoring the policy on an annual basis to ensure its effectiveness
- Ensuring that all other policies and procedures do not directly or indirectly discriminate

Chief Executive Officer

As the most senior member of staff the CEO is ultimately responsible for the operation of this policy by:

- Ensuring that senior staff are equipped to implement the procedures relevant to their area of work
- Ensuring that the policies are communicated effectively to staff, members and Council
- Ensuring that the Society's recruitment and selection procedures provide equality of opportunity and are operated in a manner consistent with this policy
- Building and maintaining an environment that supports the principles of this policy

Senior Staff

Senior staff have direct responsibility for the implementation of procedures relevant to their area of work. This will be accomplished by:

- Ensuring that they do not discriminate in the course of their employment against fellow employees or job applicants
- Ensuring that they do not induce or attempt to induce others to practice unlawful discrimination
- Working with the CEO to communicate and reinforce this policy and its procedures
- Building and maintaining an environment that supports the principles of this policy, including ensuring that failure to uphold these principles will result in disciplinary action being taken.

Staff

All employees should be aware of the importance that the Society attributes to the Equal Opportunities Policy and should ensure they:

- Promote the principles of this policy by their own behaviour, actions and attitude
- To not directly or indirectly discriminate against their fellow employees, members, customers or other persons who they come into contact with in the course of their work with the Society.
- Refuse to use or distribute materials (including published and electronic) which reinforce stereotypical images
- Ensure that they do not induce or attempt to induce others to act in a manner that is incompatible with this policy
- Report any act of discrimination known to them to their Line Manager or the CEO.

Implementation

This policy and procedures will be made available:

- To all staff through the Staff Handbook, induction materials, staff notice boards and training
- To all Council members as part of their induction program and Council handbook
- To all members through the Society's website and membership information packs
- To job applicants through application packs

Grievances

Separate procedures are set out for Council, Staff, Members and other customers and are available to any individual who believes he or she may have been unfairly discriminated against.

Individuals will not be victimised in any way for making such a complaint in good faith.

Complaints of this nature will be dealt with seriously, in confidence and as soon as possible.

Laws & directives that inform the development of this policy and associated procedures:

- The Human Rights Act 1948 and 1998
- Equal Pay Act 1970
- Health and Safety at Work Act 1974
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975
- Race Relations Act 1976
- European Equal Treatment Directive 1976
- Disability Discrimination Act 1995
- Employment Rights Act 1996
- Protection from Harassment Act 1997
- Treaty of Amsterdam 1997
- Data Protection Act 1998
- Working Time Regulations 1998
- Sex Discrimination (Gender Reassignment) Regulations 1999
- Part Time Workers Regulations 2000
- Race relations (Amendment) Act 2000
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Age) regulations 2006
- Equality Act 2010