



EQUAL OPPORTUNITIES POLICY

Renewed January 2016

Pro Corda recognises that everyone has a contribution to make to our society and a right to equal opportunity.

No job applicant, employee, member, volunteer, participant in Pro Corda activity or organisation/individual to which we provide services will be discriminated against by Pro Corda on the grounds of:

- Gender
- Race (including ethnic origin, nationality and national origin)
- Disability
- Sexual orientation
- Religious or set of beliefs
- Age

Pro Corda aims to promote equal opportunities, eliminate discrimination and eliminate harassment through the following:

- Opposing all forms of unlawful and unfair discrimination.
- All employees (full time, part time, freelance, contractual or temporary), members, volunteers, participants and beneficiaries will be treated fairly and with respect.
- Membership and participation will be open to all.
- Selection for employment/volunteering, promotion, training or any other benefit will be on the basis of aptitude and ability.
- All employees/members/volunteers/participants will be helped and encouraged to develop their full potential and the talents and resources of individuals will be fully utilised to maximise the efficiency of the organisation.
- All employees/members/volunteers/participants have a legal and moral obligation not to discriminate against and to report incidents of discrimination against any individual or group of individuals to Pro Corda's senior management team.

Our commitment:

- To create an environment in which individual differences and contributions of all our staff, members, volunteers, participants and beneficiaries are recognised and valued.
- Every employee, member, volunteer, participant and beneficiary is entitled to be part of an environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff/volunteers.
- Equality is good management practice and makes sound sense.

Breaches of Pro Corda's Equal Opportunities Policy will be regarded as misconduct and could lead to disciplinary proceedings or membership disqualification.

- This policy is fully supported by Pro Corda's Board of Trustees.
- The policy will be monitored and reviewed annually.

The successful implementation of this policy depends on the awareness and commitment of all staff/members/volunteers/Board of Trustees.

All new staff will be made aware of its existence and on joining Pro Corda, are reminded they must conform with it on a regular basis.

NAME: _____

POSITION: _____

SIGNED: _____ DATE: _____