



EQUALITY AND DIVERSITY POLICY

NORCA and Sistema in Norwich recognises that everyone has a contribution to make to our society and a right to equal opportunities.

No job applicant or employee, freelancer, volunteer, trustee or organisation/individual to which we provide services/work in partnership with will be discriminated against by us on the grounds of:

- Gender (including sex, marriage, gender re-assignment)
- Race (including ethnic origin, colour, nationality and national origin)
- Disability
- Sexual Orientation
- Religion, belief or lack of belief
- Age
- Pregnancy or maternity/paternity

We aim to promote equality and diversity opportunities, encourage a supportive and inclusive organisational culture, and eliminate discrimination and eliminate harassment through the following:-

- Opposing all forms of unlawful and unfair discrimination
- All employees (whether part time, full time or temporary), freelancers, volunteers trustees, and organisations/individuals to which we provide services/work in partnership with will be treated fairly and with respect.
- Any vacancies that are advertised will include a positive statement on equality and diversity.
- Selection for employment/volunteering, training or any other benefit will be on the basis of aptitude and ability. All selection/rejection decisions will be made available if requested.
- All employees/freelancers/volunteers 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/freelancers/volunteers/trustees have a legal and moral obligation not to discriminate and to report incidents of discrimination against any individual or group of individuals to NORCA and Sistema in Norwich's Operations Manager.

NORCA and Sistema in Norwich's commitment:

- To create an environment in which individual differences and the contributions of all our employees, freelancers, volunteers and trustees are recognised and valued.

- Every employee, freelancer, volunteer and trustee 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,
- Any training and development opportunities are available to all staff/freelancers and volunteers
- Equality and diversity are good management practices and make sound sense.

Breaches of our equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings.

This policy will be monitored and reviewed annually.

The successful implementation of this policy depends on the awareness and commitment of all employees, freelancers, volunteers and trustees, hence all employees, freelancers, volunteers and trustees will be made aware of its existence and will be requested to sign up to it when joining the organisation and when new versions of this policy are written.

This policy will be reviewed every year.

The next review date is February 2020

This policy was written by Cathie Davies, Operations Manager