

SURFERS AGAINST SEWAGE EQUAL OPPORTUNITIES POLICY

a. OUR AIMS

We are committed to eliminating discrimination and encouraging diversity amongst our workforce and through our work. Our aim is that our workforce and projects will be truly representative of all sections of society and each employee feels respected and able to give of their best. We also aim to reach all sections of society through our work.

To that end the purpose of this policy is to provide equality and fairness for all in our employment and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

b. OUR COMMITMENT

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working 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.
- Equality in the workplace is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.



- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- The policy will be monitored and reviewed annually.
- Implementation.

c. ACTION PLAN

Our Equal Opportunities policy and procedures and training and development opportunities will be monitored regularly, and reviewed annually. The Office Manager will review the Equal Opportunities Policy annually during October of each year and staff training and development requirements and opportunities will be reviewed during the annual staff appraisals during October of each year by line managers.

Any acts of unlawful or unfair discrimination are disciplinary offences and will be dealt with as set out in the Staff Handbook under 'Disciplinary Rule and Procedures'.

Our policy on preventing and dealing with harassment and bullying are covered in section 12 of the Staff Handbook.

Objectives

Through statistical monitoring over a period of a year examine the existing staff profile and increase the number of staff from minority groups where monitoring has identified under-representation (e.g. within certain staff categories, Faculties) using local population data as a benchmark. Ensure fair representation of all sectors of the community in our public publication, our merchandise catalogue. Identify barriers to equality and make preliminary suggestions for action as appropriate.

The Action Plan should be adequately resourced if it is to be successfully implemented. There is a need therefore for Surfers Against Sewage's annual budgeting process to provide resources which can support implementation of equal opportunities.

Means of achieving objectives



- Monitoring all stages of the recruitment process to identify levels of applications and stages at which applicants are unsuccessful with sample monitoring commencing in November 2005.
- providing training for those involved in the recruitment process
- initiating appropriate positive action in recruitment, for example :
 - promoting Surfers Against Sewage's commitment to equality of opportunity by including a statement in advertisements (for example "*Surfers Against Sewage values diversity / is committed to equality of opportunity and welcomes applications from all sections of the community*")
 - advertising in media more widely accessed by minority groups and / or placing a "signpost" advertisement in minority press publications and on community centre noticeboards stating that Surfers Against Sewage wishes to attract applications from all sections of the community.

