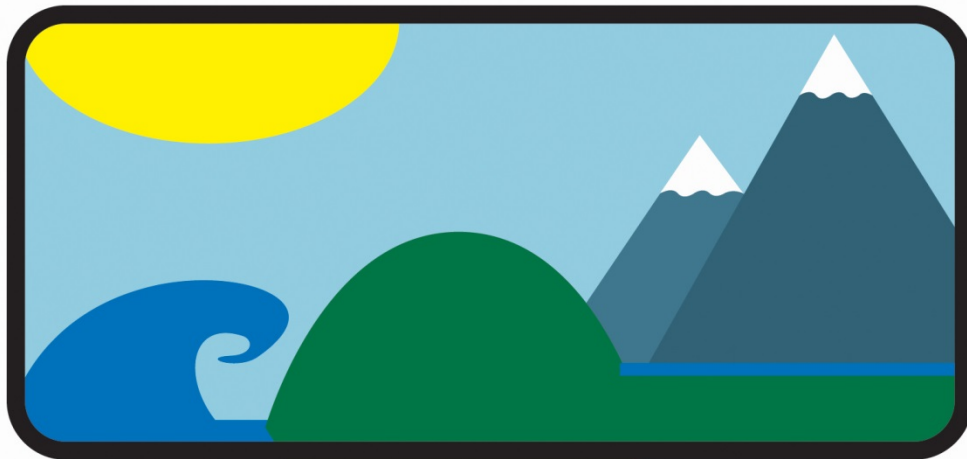


2021

# Equal Opportunities Policy

**PARTNERIAETH AWYR-AGORED**

*Profiad • Mwynhau • Llwyddo*



*Experience • Enjoy • Achieve*

**OUTDOOR PARTNERSHIP**

Tracey Evans

Chief Executive Officer

March 2021

The Outdoor Partnership is committed to taking positive steps to promote and sustain equal opportunities amongst its board members, staff, volunteers and in the services it provides. The Outdoor Partnership intends to promote this policy both inside and outside the organisation, and implement it by monitoring the achievement of identified targets. Overall responsibility for implementing the policy lies with the Chief Officer.

Staff will be employed on the basis of their suitability for the job, and will have equal access to development and promotion depending on their ability and aspirations. No job applicant or employee will be treated less favourably on the grounds of race, colour, nationality, ethnic origin, disability, political and religious beliefs, gender, marital status, sexual orientation, language or any conditions or requirements which cannot be shown to be justifiable.

The Outdoor Partnership wholeheartedly accepts the statutory requirements laid down in the Sex Discrimination Act 1975 (amended 1986), the Race Relations Act 1976, the Equal Pay Act 1970 (amended 1983), the Disability Discrimination Act 1995 and the Welsh Language Act 1993, which make it unlawful for an employer or an employee to discriminate against or treat an individual differently on the grounds of colour, ethnic origin, language, gender, marital status or disability.

## **1. Definitions**

The Sex Discrimination Act 1975 and the Race Relations Act 1976 make a distinction between direct and indirect discrimination.

### *1.1 Direct Discrimination*

Direct Discrimination is generally an obvious and easily identified form of discrimination. It occurs when an individual is treated differently for example because of their race, colour nationality ethnic origins, gender or marital status and where such treatment is less favourable than he or she would otherwise have received.

### *1.2 Indirect Discrimination*

Some cases may not be so obvious. An unnecessary condition or requirement may be imposed, which although applied to everybody, is more difficult for some groups in society to meet than others. This is indirect discrimination.

## *1.3 Harassment*

Harassment is defined as unwanted, abusive or insulting behaviour towards another individual. It causes that person to feel threatened, humiliated or harassed, may interfere with work performance, undermine job security or create a threatening or intimidating work environment. Harassment may occur on a number of grounds including race, gender, disability, sexual orientation and age.

## **2. Responsibilities**

### *2.1 Corporate Responsibilities*

Equality of opportunity will be applied throughout the Outdoor Partnership. The responsibility for promoting equality within the organisation rests with the Chair of the Outdoor Partnership, board members, staff and volunteers.

Reports on progress against identified objectives will be submitted to the Management Board annually.

### *2.2 Individual Responsibilities*

The Outdoor Partnership expects that each person should be aware of his or her behaviour towards others. Everyone should be treated equally, with dignity and respect. Each person should ensure that they do not behave in a way that could be regarded as harassment, discriminatory or offensive.

Employees who believe that they have been or are being discriminated against should pursue the allegation through the Outdoor Partnership Grievance Procedure. Where there is evidence of discrimination or harassment the complaint will be dealt with through the Outdoor Partnership Disciplinary Procedure.

A nominated board member acceptable to both parties will investigate any complaints that board members have breached the Equal Opportunities Policy. If the complaint is upheld, the person may be asked to resign.

### *2.3 Management Responsibilities*

The Management Board, Chief Officer and staff have a duty to promote and sustain equality of opportunity by:

- Ensuring that all board members, employees and volunteers are made

aware of this policy and that direct or indirect discrimination or any form of harassment is unacceptable; ensuring that no job applicant is discriminated against either directly or indirectly and ensuring that the mechanism for reporting incidents of discrimination or harassment is known, understood and can be accessed by all board members, staff and volunteers.

- Monitoring incidents of discrimination through reports to staff and the Management Board.
- Taking prompt action to stop harassment or discrimination as it is identified.
- Ensuring that offensive or potentially offensive material is not displayed in the workplace.
- Establishing and maintaining an environment free from harassment.

### **3. Working Practice**

#### *3.1 Recruitment and Selection*

##### *3.1.1 Advertising*

The Outdoor Partnership will advertise all vacancies as widely as possible, as resources permit, to encourage applications from all sections of the community. The ability to communicate through the medium of Welsh and English will be an essential requirement for all posts within the Outdoor Partnership. This will be noted in all advertisements and job descriptions.

##### *3.1.2 Recruitment Pack*

When a vacancy arises the line manager will draw up a job description and person specification and prepare a recruitment pack that will consist of:

- Job description
- Person specification
- Synopsis of main terms and conditions of employment
- Application form

##### *3.1.3 Shortlisting*

A staff member who is not involved in the selection process will open completed application forms.

A selection panel will be convened comprising of at least three persons including the line manager for the vacant post and a representative(s) of the Management Board. The Outdoor Partnership will be mindful when composing the selection panel of the gender balance of the candidates for interview. The panel should, as far as possible, reflect this balance and also be representative of the Outdoor Partnership as a whole. If a panel member's relative is selected for interview, the

panel member will withdraw from the selection process and be replaced by a person of the same gender wherever possible.

Selection panels will shortlist against the person specification and job description having sight only of the application form. All person specifications will include only requirements that are justifiable for the effective performance of the job. Applicants will be scored against the person specification using a standard scoring system that requires applicants to demonstrate how they meet the criteria for the post in question.

### *3.1.4 Interview*

The interviewing panel should comprise of those involved in drawing up the shortlist.

Questions drawn up by the panel should be open ended and consistent with the Outdoor Partnership Equal Opportunities Policy. Areas to be **avoided** include:

- Marital status
- Occupation of spouse/partner
- Number of children, family intentions or domestic arrangements
- Trade union activities
- Political and/or religious beliefs
- Nationality

After the interviews have been completed, the panel should assess each candidate on their performance in relation to the job description and the requirements of the Outdoor Partnership. The successful candidate should be notified by telephone in the first instance, followed by a letter of appointment containing a synopsis of the main terms and conditions of appointment.

All papers relating to the shortlisted candidates should be retained by the Outdoor Partnership for six months.

### *3.2 Terms and conditions*

The Outdoor Partnership terms and conditions of employment meet the requirements of current employment legislation and good practice. Where required, amendments and additions to current terms and conditions will take place to meet the requirements of this policy.

Employment policies and procedures will be kept under review to ensure that they do not operate against equality of opportunity in accordance with current legislation.

### *3.3 Employee development*

Selection of staff for development opportunities will be on the basis of organisational role, individual need and potential for development. Recognition will be given to the individual's circumstances and the needs that the Outdoor Partnership may need to meet in order for all employees to have equal access to staff development opportunities.

### *3.4 Supervision and appraisal*

Supervision and review arrangements will be undertaken for all staff in accordance with this policy.

### *3.5 Communications*

The Outdoor Partnership will proof all its communications and promotional material for offensive or potentially offensive images. The Outdoor Partnership is committed to promoting positive, non-stereotyped images in all its communications.

### *3.6 Service delivery*

The Outdoor Partnership provides services to its members and other organisations in the sector and acts on behalf of the voluntary and community sector in Gwynedd.

In accordance with this policy, the Outdoor Partnership will ensure that its services are appropriate to all sections of the voluntary/community sector. The Outdoor Partnership will ensure equality of opportunity in its service provision by:

- Developing and maintaining an awareness of the needs of its members
- Reviewing service provision in relation to its impact on equality
- Identifying areas where sections of the community are excluded from receiving services
- Applying the principles of equality when determining the Outdoor Partnership priorities
- Responding flexibly and creatively to requests for services
- Monitoring and reporting incidents where this policy has not been followed
- Ensuring good access to the Outdoor Partnership offices and external venues.

The Outdoor Partnership members and others who take part in the Outdoor

Partnership activities will be made aware of The Outdoor Partnership commitment to equality of opportunity and the existence of this policy. Members will be encouraged to implement a policy of their own.

The Outdoor Partnership will monitor the accessibility and appropriateness of services to ensure they comply with the requirements of this policy.

#### *4. Implementation*

4.1 This policy will be implemented through measurable targets.

#### *4.2 Promotion of the policy*

All board members, staff and volunteers will receive a copy of this policy and be aware of its contents and requirements.

#### *4.3 Training*

The Outdoor Partnership will provide training for its board members, staff and volunteers so that they can effectively meet the requirements of this policy.

#### *4.4 Monitoring*

The policy will be reviewed bi-annually. The responsibility for this will lie with the Chief Officer.

Where it is apparent that board members, staff, job applicants, members or potential members are not being offered equality of opportunity, the Outdoor Partnership will take immediate steps to address the matter to establish whether certain individuals or groups are excluded, discouraged or disadvantaged. The Outdoor Partnership members may also raise issues as a complaint through the Outdoor Partnership Complaints Procedure.

**Signed:**



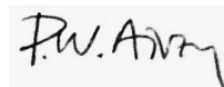
**Name:**

Tracey Evans  
Company Secretary

**Date:**

25<sup>th</sup> March 2021

**Signed:**



**Name:** Paul Airey

Chairperson

**Date:** 25<sup>th</sup> March 2021