

## Statement of Terms & Conditions of Employment

### B2 EQUAL OPPORTUNITIES

Trafalgar is fully committed to the principles and practice of equality of opportunity in employment, as stated in the Equality Act 2010 as amended. Equal opportunity for employment with, and advancement within the Association will be afforded to everyone as a basic right.

**Note: You are required to refer to the full policy statement which is displayed on the Staff Notice board.**

#### KEY POINTS

1. As per the policy statement, there shall be no discrimination on the grounds of: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race (including colour, nationality ethnic or national origins and citizenship), religion/belief, sex and sexual orientation..
2. The policy also lists the responsibilities of the organisation, and the procedures it will adopt to ensure that discrimination does not occur in employment-related decisions.
3. It is the responsibility of the organisation, so far as is reasonably practicable to ensure that employees are provided with such instruction, training and supervision as is necessary to meet the requirements of our equal opportunities policy.

#### EMPLOYEES RESPONSIBILITIES

Individual employees at all levels must accept personal responsibility in law and in relation to the policy for the application of the principle of equal opportunities.

##### 1. Individual employees:

- a) will not discriminate against fellow employees, contractors, job applicants, clients or customers in the course of their employment with the organisation
  - b) are required to draw to the attention of management any apparent instances of discrimination.
  - c) are required to draw to the attention of management any perceived problem relating to the application of the policies of discriminatory effect.
2. **Discriminatory conduct** by an employee will result in Disciplinary Action
  3. Any employee who feels that they are not being afforded equality of opportunity in line with the policy statement may seek resolution under the Grievance Procedures (A 11)

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4. Any employee subjected to harassment should raise the issue, in confidence, and in line with the Trafalgar policy "Dignity at Work" (B3)

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