

## INTERNATIONAL BRIGADE MEMORIAL TRUST

### EQUAL OPPORTUNITIES POLICY

#### GENERAL

The International Brigade Memorial Trust (hereinafter the IBMT) is committed to equal opportunities policy and practice and will ensure that all employees and service users, both actual and potential, are treated equally and as individuals regardless of age, disability, ethnic or national origin, gender, marital or parental status, political belief, race, religion or sexual orientation.

In implementing this policy the IBMT will take account of the following legislation:

- Equal Pay Act 1970
- Sex Discrimination Act 1975
- Race Relations Act 1976
- Disability Discrimination Act 1995
- Human Rights Act 1998
- Race Relations (Amendment) Act 2000
- Civil Partnership Act 2004
- Disability Discrimination Act 2005
- Equality Act 2006

And the following regulations:

- Sex Discrimination (Gender Reassignment) Regulations 1999
- Race Relations Act 1976 (Amendment) Regulations 2003
- Equal Pay Act (EPA) 1970 (Amendment) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Sex Discrimination) Regulations 2005
- Employment Equality (Age) Regulations 2006

This equal opportunities policy will be implemented across all aspects of the organisation's work:

- the arrangements for election of members to its Executive Committee;
- the appointment of staff, their conditions of service and employment procedures;
- all dealings with its members, the public and service users.

## EXECUTIVE COMMITTEE

IBMT will aim to ensure that the elections to the Executive Committee is managed in such a way that reflects the aspirations of this policy.

The Executive Committee will be responsible for ensuring that

- the equal opportunities policy is properly implemented, monitored and reviewed.
- members of the Executive Committee will undertake equal opportunities training as appropriate.

## EMPLOYMENT AND VOLUNTEERING

The IBMT will ensure that no job applicant, employee or volunteer receives less favourable treatment than another on grounds of age, disability, ethnic origin, marital or parental status, political belief, religion, gender or sexual orientation.

It is committed to undertaking open recruitment and selection procedures and wherever possible all vacancies will be advertised and fair and equitable shortlisting and interview processes will be followed.

Employees of and volunteers working with the organisation will be informed of the equal opportunities policy and receive training on equal opportunities issues as appropriate.

The IBMT will also ensure that the changing and developing needs of staff and volunteers are recognised and appropriate adjustments made to working conditions and/or training provided.

It operates disciplinary, grievance or complaints procedures which all staff will be appraised of. Behaviour or actions against the spirit and /or letter of the equal opportunity laws, on which this policy is based, will be considered serious disciplinary matters.

## RESOURCES, EVENTS AND ACTIVITIES

The IBMT aims to make its resources, events and activities accessible to as wide a range of the public as possible and in order to achieve this will take steps to remove barriers which prevent potential audience, participants, members and users from having equal access to the organisation's activities. This will include:

- ensuring that activities take place in venues and premises which are accessible to disabled people,
- providing facilities for disabled people to enable them to participate fully in activities e.g. induction loop, interpreters,
- ensuring that the design of publicity material takes account of the needs of disabled people both in terms of print, format, information on access;
- encouraging and enabling people from underrepresented groups to attend and participate.

## REVIEW

This policy is for review annually at the first Executive Committee meeting of each year.