

## **Diversity and Equal Opportunities Policy**

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### **Introduction**

The purpose of this policy is to ensure that the Cottam Community Association, through its employment practices and recruitment of volunteers, seeks to ensure that the talents and skills of all its employees and volunteers are utilised to the full benefit of the organisation and in the employees' and volunteers' best interests.

This policy has been developed using guidelines set out by the Equal Opportunities Commission and will be updated to incorporate any changes in legislation regarding employment or recruitment of volunteers.

Cottam Community Association is committed to the promotion of diversity and equal opportunities in all fields. As an equal opportunities organisation, the Association intends that no job or volunteer applicant, employee or volunteer shall receive less favourable treatment because of his or her sex, marital or family status, age, ethnic origin, creed, sexual orientation, political affiliation, trade union membership or any other condition or requirement that cannot be justified.

### **Policy statement**

The Association recognises that people, or groups of people, are sometimes treated unfairly for different reasons. To prevent this from happening in our work, the Association is committed to being a diverse and equal opportunities organisation, both as an employer, a provider of volunteer opportunities and provider of services.

In particular, **we will not treat anyone differently or less fairly because:-**

- they have a disability
- they are a man or a woman
- they are married or not
- of their sexuality
- of their age
- of the colour of their skin

- of their nationality
- of their religious beliefs
- of their cultural or social background
- of where they live
- of their accent

**We will also ensure that we do not put people, or groups, at a disadvantage because of conditions which are not necessary; giving fair consideration to:**

- flexible working hours
- part time working
- job sharing
- annual leave arrangement
- special leave arrangements

This policy was approved at the meeting of the CCA General Committee of Trustees on 23<sup>rd</sup> June 2021. To be reviewed June 2023.