



# Blairgowrie and District Next Steps

## Equal Opportunities and Protection Policy



Blairgowrie and East Perthshire Next Steps Walking Group ('BaDNS' or the 'Group') is an equal opportunities organisation and is committed to a policy of treating all members and participants equally. It is the policy of BaDNS to take all reasonable steps to provide participation opportunities without regard to race, religion, colour, sex, age, national origin, disability, or sexual orientation. Such opportunities may need to be tailored to suit differing abilities. It is recognised that as an activity organisation some activities or levels of activity may not always be suitable for everyone.

Members have a duty to co-operate with the management committee to ensure that this policy is effective and hence ensure equal opportunities and prevention of all forms of discrimination and inappropriate behaviour. Disciplinary action will be taken against any member who is found to have committed any such acts. Serious breaches of this policy will be treated as gross misconduct.

Members must not harass or intimidate other members. Such behaviour will be treated as gross misconduct.

Members must not victimise or retaliate against any other member who has made allegations or complaints of any form of discrimination, harassment, or bullying, or those who may provide information about any instances or allegations. Such behaviour will be treated as gross misconduct.

Members should support colleagues who suffer inappropriate treatment and are making a complaint.

Members are reminded that all individuals have a duty of care to each other, and therefore should draw the attention of the management committee to any suspected discriminatory acts, practices, inappropriate conduct or other anti-social behaviour on the part of members. This particularly applies to children or vulnerable adults.

Acts of gross misconduct may result in exclusion from further participation.

### Advertisements and Publicity

When advertising or publicising activities and events, in order to attract interest from all sections of the community, the group will, as far as reasonably practicable:-

- a) ensure advertisements are not confined to those areas or publications which would unreasonably exclude or disproportionately reduce the numbers of applicants of a particular race, age group, sexual orientation, marital status or gender;
- b) avoid prescribing any unnecessary requirements which would exclude a higher proportion of a particular race, age group, sexual orientation, marital status or gender;
- c) where vacancies become available they will be made available to all eligible members in such a way that they do not unreasonably restrict applications from any particular race, age group, sexual orientation, marital status or gender.

### Applications, Interviewing, Selection Tests

All applications will be processed in the same way.

Members responsible for short listing, interviewing and selecting potential participants will be clearly informed of the selection criteria, and of the need to apply them consistently.

Any tests used will measure the individual's actual or inherent ability to participate in the activities of the group.

If it is necessary to assess whether personal circumstances will affect the ability to effectively participate in the Group's activities this will be discussed objectively, without detailed questions based on assumptions about race, sex, religion, national origin, sexual orientation, disability, marital status, children or domestic obligations.

### Terms of employment, benefits, facilities and services

All terms of employment, benefits, facilities and service will be reviewed from time to time, in order to ensure that there is no unlawful discrimination on the grounds of age, race, gender or marriage or any discrimination based on disability or sexual orientation.

### Grievance, disputes and disciplinary procedures

All allegations of discrimination, harassment, bullying, or inappropriate conduct including that towards children or vulnerable adults will be dealt with seriously, confidentially and speedily, and must be reported to the Management Committee as soon as possible.

The Management Committee will not ignore or treat lightly grievances or complaints from members of any particular group on the assumption that they may be over sensitive about discrimination. In the event of a complaint this will be reviewed by the Management Committee and if necessary a sub-group will be established to examine the case and make appropriate recommendations.

### Monitoring equal opportunity

The Management Committee will as appropriate monitor the effects of selection decisions, personnel practices and procedures in order to assess whether equal opportunity is being achieved.

The management committee will, from time to time, review the selection criteria and personnel procedures to ensure that they do not include requirements or conditions which constitute, or may lead to, unlawful indirect discrimination.

Chairperson

Date