

Resource Futures Equal Opportunities Policy

Purpose

The purpose of this policy is to ensure equal opportunities for all workers, job applicants, clients and customers, irrespective of race, colour, nationality, ethnic or national origin, sex, married status, sexual orientation, disability, physical characteristics, age, health or religious beliefs. We value a diverse customer base and the individuality and creativity that every worker potentially brings to the workforce.

Operating Principles

- Workers, job applicants, visitors, clients and customers will be treated fairly, openly and honestly, and with dignity and respect.
- No job applicant or worker will receive less favourable treatment on grounds of race, colour, nationality, ethnic or national origin, sex, married status, sexual orientation, disability, physical characteristics, age, health or religious beliefs.
- Equality of opportunity is about good employment practice and makes sound business sense. Steps will be taken to make sure all business practices ensure equal opportunities.
- Recruitment, training and promotion opportunities will be made as widely available as possible.
- Selection criteria for employment, training and promotion opportunities will be entirely related to the job.
- Employment decisions on recruitment, promotion and training will be made solely on the basis of merit.
- Everyone has the right to work and do business in an environment free of unlawful discrimination and harassment. We will not tolerate such behaviour under any circumstances.
- Disciplinary action, including dismissal, may be taken against any worker found responsible for harassment or discrimination.
- Any worker or trainee who believes he or she is being discriminated against, victimized or harassed should raise the matter through the company's complaints procedure.

This policy is fully supported by Resource Futures Board of Directors. We will ensure that all our managers, workers, customers and clients are aware of the policy, and that they understand that they are responsible for observing it.

Our equal opportunities action plan outlines the steps we will take to give effect to this policy.

We will monitor the action plan and review the progress we have made each year, to make sure that the policy is achieving its aims.

Resource Futures welcomes, and will comply with, its obligations under the Equal Pay Act 1970, the Sex Discrimination Act 1975, the Race Relations Act 1976, the Rehabilitation of Offenders Act 1974, the Disabled Persons (Employment) Acts 1944 & 1958 and all relevant codes of practice.

Resource Futures Equal Opportunities Action Plan

- The Executive Director is responsible for the equal opportunities policy and for putting the equal opportunities action plan into place.
- We will circulate our equal opportunities policy, harassment policy and grievance procedure to all workers and keep them in the Staff Handbook.
- We will provide guidance for supervisors, managers and other relevant staff on the company's equal opportunities policy and on their responsibilities under the law.
- Our aim is to employ a diverse workforce. All staff involved in recruitment will be expected to follow the company's recruitment procedures. We will regularly review and revise the company's policies, practices, and procedures, to make sure that they are not potentially discriminatory.
- If people from particular ethnic backgrounds are under-represented, we will:
 - Include a statement in our job advertisements, positively encouraging them to apply;
 - Make sure we advertise jobs as widely as possible;
 - Make sure the criteria for selection are entirely job-related; and
 - Keep track of the ethnic backgrounds of all workers and job applicants, and use the information to improve opportunities at all levels of the company.

Resource Futures Policy on Harassment

As part of its equal opportunities policy, Resource Futures is committed to promoting a good and harmonious working environment where every worker is treated with respect and dignity. No one should feel threatened, intimidated or degraded on grounds of race, colour, nationality, ethnic or national origin, sex, married status, sexual orientation, disability, physical characteristics, age, health or religious beliefs.

The policy also covers harassment that falls outside the above categories and that can be classed as bullying.

Harassment at work is unacceptable behaviour and will not be permitted or condoned.

All workers have a right to work in an environment that:

- Is free from abuse or insults;
- Is safe;
- Promotes dignity at work;
- Encourages individuals to treat each other with respect;
- Values politeness;
- Is open and fair; and
- Encourages individuals to support each other.


All workers have a responsibility to:

- Support anyone who says they have been bullied and harassed, and to be sensitive to their feelings and perceptions of the situation;
- Encourage them to seek help; and
- Refrain from taking part in, encouraging or condoning gossip about cases of alleged or actual harassment or bullying.

Complaints of harassment or discrimination will be dealt with through the complaints procedure.

Disciplinary action, including dismissal, may be taken against any worker found responsible for harassment or discrimination.

All workers must comply with this policy.

This policy was adopted by the Resource Futures Board of Directors on 5 th September 2006
Signed  Chair of the Board