



## **EQUAL OPPORTUNITIES POLICY**

### **1. Introduction**

This policy applies to all members, volunteers, trustees, and the general public.

The Board of Trustees of Aim Higher are aware that it has a responsibility to ensure that all reasonable measures are taken to provide and maintain an environment which is accessible and inclusive for all members, volunteers, trustees and the public.

## **2. Definitions**

For the purpose of this document the following definitions will apply:

- 2.1 Trustee – a person noted as holding an executive position, or as a member of the Aim Higher governing board.
- 2.2 Volunteer – a person noted as offering volunteer hours towards the aims and objectives of Aim Higher.
- 2.3 Members - participating in activities or events arranged and conducted by Aim Higher.

## **3. Summary of Principles**

- 3.1 Aim Higher is committed to being an equal opportunities organization that ensures equality of opportunity and fair treatment both as a charity and as a provider of services.
- 3.2 Aim Higher will:
  - a. Ensure that all policies and procedures reflect their commitment to equal opportunities.
  - b. Respond constructively to its responsibilities within a charitable/voluntary sector legal framework.
  - c. Integrate equal opportunities into its planning process.
  - d. Create an ethos of fairness, courtesy and respect that embraces all members of Aim Higher, visitors and the communities which Aim Higher serves.
  - e. Encourage the management committee and any future relevant sub-committees within Aim Higher to review their composition and to consider how they

- represent and address issues of diversity within the organization.
- f. Create an environment which is safe, accessible, caring, and welcoming.
  - g. Work constructively with appropriately recognised organisations, to ensure the effective implementation of this policy.
  - h. Ensure that all members are treated fairly in respect of the nature of Aim Higher objectives, regardless of their:
    - i. Race
    - ii. Colour
    - iii. Nationality
    - iv. Ethnic or national origins
    - v. Sex
    - vi. Gender
    - vii. Marital status
    - viii. Family responsibilities
    - ix. Abilities
    - x. Physical and mental health (including history)
    - xi. Age
    - xii. Sexuality
    - xiii. Political or religious beliefs
    - xiv. Socio-economic group
    - xv. Trade union activity
    - xvi. Being an ex-offender<sup>1</sup>
  - i. Ensure that all volunteers and trustees are included on the basis of their abilities and the requirements of the task and are recruited in a non-discriminatory manner.
  - j. Ensure fair treatment for:
    - i. All members and service users.

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<sup>1</sup> Certain offences committed will exempt the offender from working with children, young people or vulnerable adults.

- ii. Everyone who is entitled to use any of Aim Higher's services and facilities.
- k. Monitor and review regularly the operation of this policy.

## **4. Application of the Equal Opportunities Principles to all Members**

### **4.1 Policy Operation**

- In choosing the media and wording to be used in advertising and literature, Aim Higher will be informed by the outcomes of its equal opportunities monitoring.
- Aim Higher will respond constructively to requests from members with disabilities, additional needs, and mental health issues.
- No member should be unfairly treated on the grounds listed in section 3 (summary of principles), or on any other unreasonable grounds.
- Aim Higher will:
  - a. Monitor and keep under review its application procedures and make every reasonable effort to ensure that these reflect best practice.
  - b. Identify and address any barriers in the application process.
  - c. Monitor and keep under review local customs and practices.
  - d. Ensure fairness in the terms and conditions on which services are offered.

## 4.2 Organisational Culture

- Aim Higher will make reasonable efforts to provide an environment where the ethos, standards and practices are conducive to the wellbeing of all members, volunteers and trustees.

## **5. Application of the Equal Opportunities Principles to Service Users**

### 5.1 Admissions

- No person will be treated less favorably on those grounds listed in section 3 (summary of principles), or any other unreasonable grounds.
- Aim Higher welcomes member applications from people with disabilities or additional needs.
- Aim Higher will:
  - a. Develop marketing and promotion strategies based on a sound understanding of the diverse needs of members and the local community.
  - b. Ensure that publicity material, events and information are relevant and accessible to all applicants.
  - c. Ensure that publicity material and information communicate effectively Aim Higher's commitment to equal opportunities.
  - d. Pay particular attention to language, wording, images, content, and format.

## **6. Ethos**

- 6.1 Aim Higher welcomes and values diversity in its members, volunteers, trustees and any other persons we work with.
- 6.2 All volunteers and trustees are expected to work in ways that promote equal opportunities.
- 6.3 Aim Higher seeks to create an atmosphere that is tolerant and respectful of differences and encourages Aim Higher trustees, volunteers, and members of Aim Higher to explore and value diversity.
- 6.4 A commitment to equal opportunities is expected from everyone involved in Aim Higher. The following legislation and regulations provide the legal framework for Equal Opportunities policy and practice:

### **Relevant Government Legislation**

Equal Pay Act 1970 & (Amendment) Regulations 1983

Sex Discrimination Acts 1975 & 1986

Race Relations Act 1976

Race Relations Code of Practice 1984

Code of Good Practice on the Employment of Disabled People 1990

Chronically Sick and Disabled Persons Act 1970 & (Amendment) Act 1976

Data Protection Act 1988

Working Time Regulations 1998

National Minimum Wage Act 1998

Disability Discrimination Act 1995

Code of Practice (Disability Discrimination) 1996

Public Interest Disclosure Act 1998

Sex Discrimination (Gender Reassignment) Regulations 1999

Maternity and Parental Leave etc Regulations 1999

Part-Time Workers (Prevention of Less Favourable  
Treatment) Regulations 2000  
Fixed Term Workers (Prevention of Less Favourable  
Treatment) Regulations 2001

All volunteers and trustees of Aim Higher have a personal responsibility to comply both with current legislation and with Aim Higher's Equal Opportunities Policy.

Policy to be reviewed annually by the trustees of Aim Higher.  
Last reviewed – 01.03.2023