



Lightyear Foundation Equal Opportunities Policy

1. Statement

Lightyear Foundation is committed to promoting diversity and equal opportunities across our activities.

We want to extend the range of skills and experience we bring enabling a greater range of individuals to participate in our activities.

Lightyear Foundation has a fundamental belief in ensuring equal opportunities in all areas of its work. This policy applies to all aspects of relationships between trustees, staff and volunteers. Services will be delivered and individuals treated fairly and not on the basis of:

- Race, colour, nationality or ethnic origin
- Religious beliefs
- Being an asylum seeker or refugee
- Impairment, including physical, sensory, learning, mental health & HIV/AIDS
- Health or medical problems
- Gender and gender reassignment
- Marital or civil partnership status
- Sexual orientation
- Age
- Pregnancy or maternity
- Responsibility for dependants
- Social or economic disadvantage

This list is only illustrative and not a definitive list of categories.

2. Direct and Indirect Discrimination

Direct Discrimination occurs when a person is treated less favourably than others in similar circumstances because of one or more of the characteristics listed above in 1.

Indirect Discrimination occurs when a condition or requirement is imposed which adversely affects one particular group considerably more than another and cannot be strictly justified.

Lightyear Foundation will:

- take positive steps to combat direct and indirect discrimination across its activities
- work to achieve equality in all areas of the organisation including its structures, policies, employment and recruitment practices and delivery of services
- develop, implement and review strategies to promote equality throughout all areas of its activity.

3. The Scope of the Policy

This policy applies to Lightyear Foundation's:

- a) activities, services and contracts
- b) staff, consultants and volunteers
- c) Board of Trustees, Exec and any committees

4. Board of Trustees, Activities and Services

Lightyear Foundation will:

- seek to recruit trustees from diverse sections of the community
- implement staff recruitment practice that supports equality of opportunity
- take steps to ensure that services are fully inclusive and actively address barriers to access and participation
- use simple language when providing information and activities
- provide information in a variety of formats to meet the needs of individual users
- where possible, use venues that are accessible to all for activities and services.

5. Implementation

Trustee Fran Ling is responsible for ensuring day to day implementation of the policy.

The policy will be explained to all staff, volunteers and trustees as part of Lightyear Foundation's induction procedures and highlighted in contact negotiations with potential consultants or trainers.

Individual staff will consider how the policy affects their own areas of work and notify their line manager of any issues or training needs that they find.

Each employee, volunteer, consultant, trainer, facilitator or Board of Trustees member is responsible for compliance with this policy. Breaches of the Equal Opportunities Policy will be regarded as misconduct and could lead to disciplinary action against employee, appropriate action against a member of the Board of Trustees, termination of contracts for services of consultants or trainers, or withdrawal of volunteer agreements.

6. Monitoring and Review

The Board of Trustees will monitor and review this policy on an annual basis and take into account when setting strategy.

The Board of Trustees will agree equal opportunity objectives and outcomes to be incorporated into the annual work programme, with progress assessed periodically and reviewed at the end of each year.

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