



[www.greenroutes.org.uk](http://www.greenroutes.org.uk)

## Green Routes - Equal Opportunities Policy

Green Routes is committed to providing an environment in which everyone feels valued and respected whilst contributing to the success of the enterprise. Green Routes believes there are benefits in having a diverse workforce (paid and voluntary) and aims to ensure that everyone can enjoy opportunities in an environment which is free from discrimination, harassment, bullying and victimisation.

### Aims of this Policy

To provide equal opportunities for all without discrimination on the grounds of :

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex or sexual orientation
- Hours of work

To ensure that no-one in our business, or seeking employment with us, receives less favourable treatment on the above grounds or is disadvantaged by requirements or conditions which cannot be shown to be justified.

To respect the dignity of individuals and their beliefs.

Green Routes will not tolerate any racial, sexual, physical, mental harassment or bullying in the workplace, or at functions connected with the workplace.

### Responsibilities

Everyone has a strict obligation to :

- Respect and act in accordance with this policy
- Treat students, staff and volunteers with respect and dignity
- Ensure that their own behaviour does not cause offence or distress
- Report any incident or behaviour which contravenes this policy and not indirectly support unfair treatment by ignoring what is happening around them.

In addition, those who manage staff are responsible for :

- Ensuring that the policy is fairly and consistently applied in all areas under their control;
- Eliminating any unfair practices of which they are aware, whether or not a complaint has been made
- Promoting an environment in which people feel comfortable in reporting incidents which are causing them concern.
- Reacting quickly to complaints, investigating them objectively and thoroughly and taking any required action promptly
- Advising the relevant member of the Board of Trustees as soon as a formal complaint has been made.

Any behaviour which contravenes this policy will be viewed very seriously and may result in disciplinary action, including dismissal in appropriate cases.

Date & signature as adopted by the Board of Trustees : 23rd February 2011

Date & signature of review : 15<sup>th</sup> January 2021

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