



Equal Opportunity and Diversity Policy

This policy applies to all staff, volunteers, Board members and beneficiaries.

Equality and Diversity Statement

Our Moon Education **accepts** that in society certain groups or individuals are denied equality on the grounds of race, gender, marital status, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation and religion/belief or any other factor irrelevant to the purpose in view.

Acknowledges the statutory requirements laid down in:

- The Equality Act 2010
 - the Equal Pay Act 1970
 - the Sex Discrimination Act 1975
 - the Race Relations Act 1976
 - the Disability Discrimination Act 1995
 - the Employment Equality (Religion or Belief) Regulations 2003
 - the Employment Equality (Sexual Orientation) Regulations 2003
 - the Employment Equality (Age) Regulations 2006
 - the Equality Act 2006, Part 2
 - the Equality Act (Sexual Orientation) Regulations 2007

Acknowledges all protected characteristics outlined in the Equality Act 2010:

- Age
- Sex
- Race
- Religion or belief
- Disability
- Sexual orientation
- Pregnancy and maternity
- Gender reassignment
- Marriage and civil partnerships

Discrimination by association or perception which are part of the Equality Act 2010.

Recognises that it has moral and social responsibilities that go beyond the provisions of the above-mentioned Acts and Regulations, and that it should support and contribute to the wider process of change through all aspects of its work and practices in order to eliminate discrimination and promote equality and diversity.

Is committed to taking positive steps to ensure that:

- All people are treated with dignity and respect, valuing the diversity of all, including employees, volunteers and beneficiaries
- To following a proper process to ensure any cases of discrimination, harassment or victimisation are dealt with efficiently through our grievance procedure by the Board
- Equality of opportunity and diversity is promoted.
- Services are accessible, appropriate and delivered fairly to all
- The mix of its employees, volunteers and Board reflects, as far as possible, a broad mix of the population.

Equality and Diversity Policy

COMMITMENT

Equality and diversity are central to the work of **Our Moon Education**. This policy will cover all current legislation.

Our Moon Education will treat all people with dignity and respect, valuing the diversity of all. It will promote equality of opportunity and diversity. It will eliminate all forms of discrimination on grounds of race, gender, marital status, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation, religion/ belief, irrelevant offending background or any other factor irrelevant to the purpose in view.

For this policy to be successful, it is essential that everyone is committed to and involved in its delivery. Our Moon Education's goal is to work towards a just society free from discrimination, harassment and prejudice. Our Moon Education aims to embed this in all its policies, procedures, day-to-day practices and external relationships.

AIMS

Our Moon Education aims to:

- Provide services that are accessible according to need
- Promote equality of opportunity and diversity in volunteering, employment and development
- Create effective partnerships with all parts of the communities we support in the UK and Zambia.

OBJECTIVES

Our Moon Education's objective is to realise its standards by:

- Sustaining, regularly evaluating and continually improving its services to ensure equality and diversity principles and best practice are embedded in our performance to meet the needs of individuals and groups.
- Working together with the community and partners to provide accessible and relevant service provision that responds to service users' needs.
- Ensuring job applicants, staff, volunteers and trustees of our own organisation and any official partners are representative of the community served and the employment policies are fair and robust.
- Responding to volunteer's & employees' needs and encouraging their development to increase their contribution to effective service delivery.
- Recognising and valuing the differences and individual contribution that all people make to Our Moon Education.
- Challenging discrimination, bullying or harassment.
- Providing fair resource allocation.
- Being accountable.



WHY HAVE THIS POLICY?

Our Moon Education recognises, respects and values diversity in its employees, volunteers and beneficiaries.

Our Moon Education has this policy because it is a people-led organisation that must always ensure it meets the needs of the community it serves through fair and appropriate employment and development of the people who work and volunteer for Our Moon Education and its partners.

PROCEDURES

Responsibility for Implementation

This policy covers the behaviour of all people employed or volunteering in Our Moon Education or using the services and sets out the way they can expect to be treated in turn by Our Moon Education. The overall responsibility for ensuring adherence to and implementation of this policy lies with the staff and the Board.

Method of Implementation

Our Moon Education intends to implement this policy by:

- Ensuring that it is a condition of paid employment in Our Moon Education
- Ensuring that the Board, volunteers and beneficiaries are made aware, understand, agree with, and are willing to implement, this policy. All staff, volunteers and Board members will be given a copy of this policy as part of their induction.
- Actively encouraging staff, Board members and volunteers to participate in anti-discriminatory training and making time and resources available for such training.
- Monitoring the work, publicity and events provided by Our Moon Education, to ensure that they are accessible to all sections of the population and do not discriminate and taking active steps to ensure that participation is representative.

Monitoring and Reviewing

Our Moon Education has declared its commitment to establishing, developing, implementing and reviewing a policy of equality of opportunity. Effective record keeping and monitoring, and acting on information gathered, are essential in order to measure effectiveness and plan progress. The management committee will review the policy annually.

Complaints

Complaints or concerns regarding equality and diversity should be referred in person or in writing to a Trustee who will then assess appropriate next steps and possible further action according to the grievance procedure.

The Chair of Trustees has overall responsibility for this Equal Opportunities and Diversity Policy.

This document is intended only as a statement of Organisational policy and guidance and it does not form part of any contract of employment, or otherwise have contractual effect to the extent permitted by law.

