| SAMA 82 | Controlled Document |
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# The South Atlantic Medal Association (1982)

## EQUAL OPPORTUNITIES POLICY

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**POLICY CONTEXT & REQUIREMENT**

This policy has been developed to protect the organisation, employees, trustees, membership and volunteers by ensuring the organisations commitment to fair treatment of all in line with legal requirements

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| 2.0 | Andrew Lockett | Implemented | 28/10/2024 | N/A |
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1. **Definition**

1.1 Unjustifiable Discrimination: Discrimination applied to decision making or behaviour that is not relevant to the objectives of the discriminating process and is possibly unfair, irrelevant or motivated by prejudice.

1.2 Discrimination: the power of observing differences, ability to discern, make or see or constitute a difference in or between performance, things or persons.

2. **Statement of policy and purpose of policy**

2.1 The South Atlantic Medal Association 1982 (SAMA 82), (The Association) is committed to equal opportunities for all staff, job applicants, grant applicants, beneficiaries and members.

2.2 It is the policy that all decisions are based on merit and the legitimate needs of the organisation. The Association shall not discriminate unjustifiably on the basis of race, colour or nationality, ethnic or national origins, sex, gender reassignment, sexual orientation, marital or civil partner status, disability, religion or belief, age, or any other ground on which it is or becomes unlawful to discriminate under the laws of England and Wales

2.3 The intention of the Association is to enable their staff and volunteers to work in an environment which allows them to fulfil their potential and satisfy the objectives of the association without fear of unjustifiable discrimination or harassment. The Association's commitment to equal opportunities extends to all aspects of relationships including:

- 2.3.1 recruitment and selection procedures;
- 2.3.2 employment, including pay and benefits;
- 2.3.3 volunteering;
- 2.3.4 grants;
- 2.3.5 elections;
- 2.3.6 management and supervision;
- 2.3.7 training, career development and promotion;
- 2.3.8 work practices, conduct issues, allocation of tasks, discipline and grievances;
- 2.3.9 social events.

2.4 This policy is intended to help the Association achieve its diversity and anti-unjustifiable discrimination aims by clarifying the responsibilities and duties of all staff and volunteers in respect of equal opportunities and unjustifiable discrimination.

2.5 The principles of equal opportunities also apply to the way visitors, beneficiaries, members, customers, suppliers and former staff members are treated.

2.6 This is a statement of policy only and does not form part of the Contract of Employment. This policy may be amended at any time by the Employer, at its absolute discretion.

3. **Responsibility for equal opportunities**

3.1 Achieving equal opportunities within the Association is a collective task shared between the trustees, members and employees.

3.2 The Office Manager holds duties for providing advice, guidance and direction of equal opportunities and diversity issues and to ensure that this Policy document is kept up to date. (Professional advice may need to be taken to assist with this).

3.3 All trustees and managers have duties for compliance with this policy, to treat colleagues with dignity and respect and not to unjustifiably discriminate against or harass members, trustees, staff, beneficiaries or others who conduct relations with the Association.

4. **Aims**

4.1 The Association shall:

- 4.1.1 promote equality of opportunity,
- 4.1.2 celebrate and value diversity,
- 4.1.3 prevent unlawful direct and indirect discrimination.

4.2 The Association will provide equality of opportunity and fair treatment as an integral part of good practice. The organisation is committed to an environment in which the contribution and needs of everyone are fully valued and recognised.

4.3 The Association shall support staff, volunteers, trustees, members, beneficiaries, customers and contractors in not tolerating any inappropriate, violent or abusive behaviour from colleagues, other organisations or customers.

**5. General Purpose & Practice**

5.1 The Association's commitment to preventing unjustifiable discriminatory practice relates to all kinds of unjustifiable discrimination, as set out below:

5.1.1 direct discrimination – where someone is treated less favourably than another because they have a protected characteristic;

5.1.2 indirect discrimination – when a requirement or a condition is unjustifiably applied which has a detrimental effect on a particular group or individual. This applies even if there was not a deliberate intention to discriminate;

5.1.3 associative discrimination – direct discrimination against someone because they associate with another person who has a protected characteristic;

5.1.4 perceptive discrimination – direct discrimination against someone because others think they have a protected characteristic even if they do not possess that characteristic;

5.1.5 harassment – unwanted conduct related to a protected characteristic which violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them. This applies even if the conduct is not directed at the individual or if they do not have the protected characteristic;

5.1.6 third party harassment – potential liability for the harassment of staff by others such as clients or customers;

5.1.7 victimisation – when someone is treated badly because they have made or supported a complaint under the Equalities Act or it is thought that they have done so.

5.2 The Association shall promote equality and diversity as an Association. The application of this policy to all aspects of the Association's business shall be subject to regular review.

5.3 All training opportunities shall be published in such a way so as to not to exclude particular groups. The Association regards unjustifiable discrimination, abuse, harassment, victimisation or bullying as disciplinary matters and may be regarded as gross misconduct.

5.4 In developing its activities, the Association shall seek to ensure the provision of appropriate access and facilities to enable its beneficiaries, employees, members and volunteers to communicate and enjoy the Association's activities and premises.

5.5 Steps shall be managed to ensure that the Association and staff, do not unlawfully discriminate under:

5.5.1 The Rehabilitation of Offenders Act 1974,

5.5.2 The Employment Rights Act 1996,

5.5.3 The Human Rights Act 1998,

5.5.4 The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000,

5.5.5 The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002,

5.5.6 The Civil Partnership Act 2004,

5.5.7 The Work and Families Act 2006,

5.5.8 The Equality Act 2012,

5.5.9 Race Relations Act 1976,

5.5.10 Disability Equality Duty,

5.5.11 Gender Equality Duty,

5.5.12 Racial Equality Code of Practice for Employment,

5.5.13 Sex discrimination Act 1975,

5.5.14 Equal Pay Act 1970,

5.5.15 Disability Discrimination Act 1995.

**6. Training**

6.1 The Chairman shall ensure that all new employees, volunteers and trustees shall receive induction by reference to this policy.

6.2 The Association shall provide ongoing equalities training for all staff where the need is identified.

**7. Complaints and Sanctions**

7.1 The Association shall treat seriously any complaints of unjustified discrimination and action is to be taken where possible to remedy or correct the discrimination.

7.2 See Policy 17 Complaints.

**8. Data Collection**

8.1 See Policy 12 Data Protection and Policy 15 Records retention and Destruction.

**9. Glossary**

9.1 Protected characteristics listed in the Equality Act 2010 are sex, sexual orientation, marriage or civil partnership, gender reassignment, race, religion or belief, age, disability, pregnancy and maternity.

9.2 Disability. Under the Equality Act 2010, a person is disabled if they have a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities.