



Equal Opportunities Policy

This revision 2 adopted by Trustees on 2/9/13

Aim and scope:

Cambridge Carbon Footprint is committed to the principle of equal opportunities and opposes unfair discrimination on the grounds of gender, marital status, race, ethnic origin, nationality, disability, sexuality, religion or age. It aims to contribute to creating a culture that respects and values differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their full potential. This policy is focused in particular on promoting equality and fairness in the dealings of Cambridge Carbon Footprint with members, employees, volunteers and members of the public.

Our commitments:

Cambridge Carbon Footprint is committed to ensuring that individuals are treated fairly in all aspects of their employment, or volunteering, or interactions as members of the public, with Cambridge Carbon Footprint. It is committed to ensuring that selection for employment, training, promotion or any other benefit is on the basis of merit and ability only. It is committed to maintaining a working environment in which harassment, bullying or intimidation are not tolerated.

Implementation:

A designated trustee is responsible for the implementation of the policy. Other staff will be consulted on that implementation and on development of the policy. The trustees will draw up and maintain an Action Plan detailing how the policy will be implemented.

Employees, members and volunteers all have a duty to co-operate with the organisation to ensure that the policy is effective. They should draw the attention of their line manager, or a trustee if appropriate, to suspected discriminatory acts or practices or cases of bullying or harassment. Breaches of the Equal Opportunities Policy will be regarded as misconduct and could lead to action being taken, for example, disciplinary action against employees, termination of contracts for services of consultants or trainers, or withdrawal of volunteer agreements.

Cambridge Carbon Footprint will ensure that all new employees, volunteers, members and trustees will receive induction on the policy and action plan and that consultants, trainers and facilitators will be fully informed.

Monitoring and review:

The implementation of the policy will be monitored and will be reviewed annually.

Complaints:

An employee who thinks he or she may have been discriminated against should raise the matter with his or her line manager. Initially the employee and manager should aim to resolve the matter informally. It may be that discriminatory action is unwitting and easily resolved once the problem is clear. If he or she is dissatisfied with the outcome, the complaint is very serious, or the line manager is the cause of the complaint, the employee should raise the matter with one of the Trustees.

A member, volunteer or member of the public who thinks he or she may have been discriminated against should consult the Grievance policy on how to take the complaint forward.

This policy will be widely promoted, and copies will be freely available in Cambridge Carbon Footprint's offices and on our website.

Cambridge Carbon Footprint.

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July 2013, Jane Heal & Alana Sinclair