

Equal Opportunities Policy

Principles

Cambridge Carbon Footprint wholeheartedly supports the principle of equal opportunities in employment, in its dealings with members and volunteers and in its dealings with the public. Not only are there moral and social reasons for promoting equality of opportunity, it is in the best interest of our organisation to recruit and develop the best people as employees, volunteers and members from as wide and diverse a pool of talent as possible.



Cambridge Carbon Footprint recognises that many people in our society experience discrimination. Discrimination is acting unfairly against a group or individual through for example exclusion, verbal comment, denigration, harassment, victimisation, a failure to appreciate needs or the assumption of such needs without consultation.

Discrimination can be direct or indirect (where there is a requirement or condition on all, but which has an adverse impact on a particular group and cannot be justified).

All forms of discrimination are unacceptable, regardless of whether there was any intention to discriminate or not. Employees, trustees, company members and volunteers all have a duty to co-operate with the organisation to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination. Employees should draw the attention of their line manager to suspected discriminatory acts or practices or cases of bullying or harassment.

Statement of Intent

Cambridge Carbon Footprint aims to create a culture that respects and values each others' differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.

We aim to remove any barriers, bias or discrimination that prevent individuals or groups from realising their potential and contributing fully to our organisation's performance and to develop an organisational culture that positively values diversity.

We are committed wherever practicable, to achieving and maintaining a workforce and team of volunteers that broadly reflects the local community in which we operate.

Every possible step will be taken to ensure that individuals are treated fairly in all aspects of their employment or volunteering with Cambridge Carbon Footprint.

Our aim is that the workforce will be truly representative of all sections of society. Selection for employment or promotion or any other benefit will be on the basis of merit and ability only. Selection for training will be on the basis of job requirement only. Intimidation, harassment and bullying will not be tolerated and may lead to disciplinary action.

Cambridge Carbon Footprint will challenge discrimination in its own policies. It aims to provide equality and fairness for all job applicants, employees whether part-time, full-time, fixed term or temporary, volunteers, trustees and management committee members irrespective of gender, marital status, race, ethnic origin, colour, nationality, national origin, religion or belief, disability, sexual orientation, gender reassignment or age.

Implementation

The Project Director is responsible for the policy's day-to-day implementation. Consultation will take place with other staff on the implementation and development of this policy. The trustees and management committee will draw up an Action Plan detailing how it will deliver this policy and challenge discrimination in other policies.

It is the responsibility of the trustees and the management committee to monitor effectiveness, and to review and develop the policy where necessary.

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

Employees who feel they have been discriminated against should raise the matter with their 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 they are dissatisfied with the outcome, the complaint is very serious, or their line manager is the cause of the complaint, the employee should raise the matter with one of the Trustees.

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

Appropriate training and guidance will be provided to develop equality and diversity. Adequate resources will be made available to fulfil the aims of this policy. The 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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