**Plas Bodfa Projects**

**Equal Opportunities Policy**

Non-charitable unincorporated association, without a wider membership

Date: March 2021 – Adopted 12 March, 2021

Plas Bodfa

Llangoed, Anglesey

LL58 8ND

UK

Plas Bodfa Projects is committed to equal opportunities policy and practice and will ensure that all employees, participants, volunteers and service users, both actual and potential, are treated equally and as individuals regardless of age, disability, ethnic or national origin, gender, marital or parental status, political belief, race, religion or sexual orientation.

This equal opportunities policy will be implemented across all aspects of the organisation’s work:

• the appointment of members to its Management Committee;

• the appointment of staff, their conditions of service and employment procedures;

• all dealings with the public and service users.

**Management Committee**

Plas Bodfa Projects will aim to ensure that the Management Committee of the organisation is representative of the community and users which it serves. The Management Committee will be responsible for ensuring that the equal opportunities policy is properly implemented, monitored and reviewed.

**Staffing / Volunteering / Participating**

Plas Bodfa Projects will ensure that no job applicant, employee, volunteer or participant receives less favourable treatment than another on grounds of age, disability, ethnic origin, marital or parental status, political belief, religion, gender or sexual orientation.

Plas Bodfa Projects is committed to undertaking open recruitment and selection procedures and wherever possible. All vacancies will be advertised and fair and equitable shortlisting

and interview processes will be followed. Employees of and volunteers and participants working with the organisation will be informed of the equal opportunities policy and receive training on equal opportunities issues as appropriate.

Plas Bodfa Projects will actively seek to involve individuals with protected and diverse characteristics, ensuring open calls and upcoming event information is disseminated widely and thoroughly throughout our communities.

Plas Bodfa Projects will also ensure that the changing and developing needs of staff and volunteers are recognised and appropriate adjustments made to working conditions and/or training provided.

Behaviour or actions against the spirit and /or letter of the equal opportunity laws, on which this policy is based, will be considered serious disciplinary matters.

**Public and Service Users**

Plas Bodfa Projects aims to make its events and services accessible to as wide a range of the public as possible. In order to achieve this, it will take steps to remove barriers which prevent potential audience, participants, guests and users from having equal access to the

organisation’s activities.

This will include:

* providing a welcoming environment in which all people feel comfortable;
* ensuring that activities take place in venues and premises which are accessible to disabled people;
* providing facilities for disabled people to enable them to participate fully in activities;
* ensuring that the design of publicity material takes account of the needs of people with all abilities both in terms of wording, print, format, information on access;
* encouraging and enabling people from underrepresented groups to attend and participate.