

EQUAL OPPORTUNITIES POLICY

Gerddi Bro Ddyfi Gardens (GBDG) is committed to preventing or eliminating discrimination and encouraging diversity amongst all those with whom we work. Our aim is that our workforce and volunteers will be truly representative of all sections of society and each employee and volunteer feels respected and able to give of their best. To that end the purpose of this policy is to provide equality and fairness for all employees, volunteers, workers and applicants, whether full-time or part-time, and not to discriminate on grounds of gender (including sex, marriage, gender reassignment), race (including ethnic origin, colour, language, nationality and national origin), disability, sexual orientation, religion or belief, or age.

GBDG opposes all forms of unlawful and unfair discrimination.

1. Responsibility

The overall responsibility for ensuring effective implementation of GBDG's Equal opportunities policy is assigned to the committee. This responsibility includes ensuring that all employees and volunteers are notified of the details of this policy and are aware of its implications through the provision of appropriate training.

All those with whom we work have responsibility for promoting equality of opportunity, and should ensure that their own procedures and practices comply with the provisions GBDG's Equal Opportunities Policy. The performance and example of committee members and employees is crucial to improving opportunities for all.

2. Recruitment and selection

GBDG will strive to:

- Ensure that all employees are recruited on the basis of ability and other objective relevant criteria.
- Work towards ensuring that through recruitment, its workforce better represents all sections of society.
- Ensure that it communicates job opportunities to all sections of the community, ensuring that it does not discriminate against, or discourage applications from any section of the community.
- Ensure that all involved in the recruitment selection are trained on equalities issues.
- Use appropriate legislation as a framework for action to support the recruitment process in a positive way.
- Offer fair terms and conditions of employment to employees.

3. Training and organisational development

GBDG will:

- Seek to ensure that all employees are developed by the provision of appropriate and accessible learning opportunities in line with organisational and individual needs.
- Ensure that vacancies are open to existing staff.
- Ensure that equality training is provided as part of its overall training and organisational development programme.

4. Disciplinary

All employees should be aware that whilst an employer can be held liable in law for acts of discrimination committed by employees, employees too can be held personally liable in law for

acts of discrimination which they commit, authorise, contribute to, or condone in relation to other employees, workers and members of the public. Employees therefore should be aware that breaches of GBDG Equal opportunities policy will be dealt with through GBDG's disciplinary procedure (which includes giving one verbal and one written warning before the matter is taken up with the committee).