



# Equal Opportunities Policy

Date	Revised By:	Summary
27.04.13	Board of Trustees	DF Organisational Policy: General



# **DYSPRAXIA FOUNDATION**

Recognising developmental co-ordination disorders

## **EQUAL OPPORTUNITIES POLICY**

### **Statement of Intent**

The Dyspraxia Foundation values diversity: we recognise that everyone has a contribution to make to our organisation and a right to equal treatment. We aim to ensure that no job applicant, staff member, organisation, volunteer or individual to whom the Foundation provides a service shall be discriminated against on the ground of:

- Race, colour, nationality, ethnic or national origin
- Sex, gender, marital status or caring responsibility
- Sexual orientation
- Age
- Physical or mental disability or mental health
- Religion or belief
- Socioeconomic status

We aim to promote an environment where the rights and dignity of individuals are respected and no individual is discriminated against. Where discrimination does occur, the Foundation shall commit itself to taking positive action against discrimination through the agreed Complaints and Grievance Procedure.

We do not believe that one form of discrimination can be graded as more or less damaging than another and we oppose any scale or hierarchy of discrimination.

We believe that it is our duty and the duty of all organisations working with our members to advocate the needs of all disadvantaged groups.

### **Equal Opportunities Policy**

This policy sets out clearly the positive action that the Foundation will take to help remove discrimination. The policy affects all aspects of the Foundations procedures and operations and all of the members and individuals who use its services.

#### **1. Structure**

Individuals and interested parties may apply for membership to the Dyspraxia Foundation. The membership is open to anyone interested in Dyspraxia.

The Foundation members will share and support the aims of the Foundation; members may be elected or co-opted onto the Executive Committee.

The Executive Committee is responsible for policy and general management of the Foundation, including the appointment of staff.

Staff will implement the aims and values of the Foundation, both individually and through members.

Foundation services fulfil the aims of the Foundation and the greatest use to the community.

## **2. Membership**

According to the Memorandum and Articles of Association of the Dyspraxia Foundation, members are people interested in furthering the work of the Foundation, who wish to encourage and support the Foundation.

The Foundation must create and maintain an atmosphere where people feel that their contribution towards the work of the Foundation will be valued.

The membership should reflect the balance and range of people who live in the community, so as to reflect the needs of the community.

Members should actively support the Equal Opportunities Policy.

The Foundation will undertake to maintain membership awareness of discrimination.

## **3. The Executive Committee**

The Executive Committee is responsible for maintaining and developing the physical and organisational structure within which the Foundation can operate. Therefore, the committee must take responsibility for the implementation of the Equal Opportunities Policy.

The composition of the committee should reflect the balance and range of the community and the membership. By reflecting the membership the management committee is more likely to meet the needs of the whole community.

It is important that certain members of the committee are not necessarily seen as spokespeople for a disadvantaged group, but as full participants for their overall contribution.

## **4. Services**

The foundation aims to provide an environment, which is healthy, safe, efficient and attractive.

This requires:

- ❖ Sufficient working space for ease of movement
- ❖ Health & Safety procedures for accident and fire emergencies in accordance with legislation and good practice.
- ❖ Equipment and accessories, which are appropriate to the job
- ❖ Regular upkeep and maintenance of equipment

Users of the services will be treated with respect and will not have their status undermined. Any degrading behaviour or harassment will be treated seriously.

## **5. Staff**

Ensuring that posts are graded so that staff are paid an appropriate rate for their role. This will be a high priority in any applications for funding. This will apply, both to the grading of new posts and to the re-grading of existing posts.

The foundation aims to provide support networks, if necessary, for any workers in the staff team who identify themselves as a member of a disadvantaged group.

## **6. Volunteers**

Volunteers are supported by Trustees and Staff and act in the best interests of the Foundation. Volunteers have access to all reasonable adjustments to enable them to fulfil their role.

## **7. Monitoring**

The Equal Opportunities Policy will be reviewed as a major agenda item at an Executive Committee meeting annually.

During this meeting committee members will look upon decisions or actions made or proposed to ensure that they adhere to Equal Opportunities Policy.

The environment of the Foundation will be subject to an annual review by the Committee.

## **8. Social Media**

Be aware of and follow the Dyspraxia Foundation Social Media Guidelines.