

## **Equal Opportunities Policy**

### **(including Recruitment of Ex-Offenders Policy)**

It is the policy of our group to operate within the principles of equal opportunity in all aspects of our work. This includes staff employment, volunteer appointments and activities with our users.

We aim to ensure that no member of staff, volunteer or user is **unlawfully discriminated because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation.**

We will ensure all those involved in our group

- Promote equality and do not participate in negative discrimination.
- Do not incite or attempt to incite others to practice direct or indirect discrimination
- Draw attention to any suspected discrimination or practices within the group to enable these to be dealt with appropriately

We undertake to treat all applicants for positions paid or unpaid within our group fairly and not to discriminate against them unfairly on the basis of conviction or other information revealed.

We will request a Protection of Vulnerable Groups (PVG) Scheme Membership record where it is necessary and relevant to the position sought. Where a position requires this we will make this clear in the application / enrolment form and help and support to do this can be sought from Voluntary Action Shetland 01595743900.

In considering information about convictions received through the PVG Scheme, we will take the following into account when deciding whether to appoint the individual:-

- Whether the conviction or information is relevant to the position being offered
- The seriousness of the offence or information revealed
- The length of time since any particular offence or alleged incident took place
- Whether the applicant has a pattern of offending or other unsuitable behaviour

- Whether the applicant’s circumstances have changed since offending took place

No individual fully listed as unsuitable to work with children under the terms of the Protection of Vulnerable Groups (Scotland) Act 2007 will be appointed

We will ensure that all those involved in the recruitment process are aware of this policy.

We will monitor the success and impact of this policy to ensure that those in our group practice and promote equal opportunities.

This was adopted as the Equal Opportunities policy of

“.....”

at a Committee meeting on .....  
and is certified as a true copy.

Name ..... Name .....  
(print) (print)

Signature ..... Signature .....

Committee ..... Committee  
position..... position .....

Date ..... Date .....