

EQUAL OPPORTUNITIES STATEMENT

As an employer, Volunteering SA&NT is committed to providing equal opportunity regardless of age, disability, sex, religious belief, nationality, ethnicity, political opinion, sexual orientation, marital status, pregnancy or requirement for maternity leave.

YOUR RIGHTS...

All job applicants, employees and others who work for us have the right to work in an environment which is free from any form of discrimination, harassment and victimisation. You have a right to complain about it, should it occur. This organisation has established an internal workplace grievance procedure to deal with such complaints. All complaints will be dealt with seriously, promptly and confidentially.

Every effort will be made to ensure that people making complaints of discrimination and harassment, as well as others who give evidence or information in connection with a complaint, will not be victimised (i.e. they will not be discriminated against in retaliation for their actions). Our organisation has introduced a workplace Bullying & Harassment Policy, and the whole workforce is expected to comply with this policy.

YOUR RESPONSIBILITIES...

You must comply with this policy. You must treat others with dignity and respect and ensure that your behaviour does not amount to discrimination, harassment or victimisation.

You are expected to discourage discrimination, harassment and victimisation by making it clear that you find such behaviour unacceptable and by supporting employees who suffer such treatment. Anyone who is aware of an incident of discrimination, harassment or victimisation should alert a manager or supervisor to enable our organisation to deal with it. Allegations of discrimination, harassment or victimisation must be made in good faith.

OUR RESPONSIBILITIES...

Volunteering SA&NT is committed to making every effort to ensure that discrimination, harassment and victimisation does not occur.

The organisation will:

- Ensure that each manager, supervisor and member of the workforce is given a copy of the workplace Bullying & Harassment and Paid Workforce & Recruitment Selection policies, which encompass equal opportunities principles;
- Explain the policies to managers, supervisors and employees;
- Ensure that all complaints of discrimination, harassment or victimisation are dealt with promptly, seriously and confidentially;
- Set a good example by treating employees with fairness, dignity and respect;
- Be alert to unacceptable behaviour and will appropriate action in accordance with these policies;
- Monitor all incidents of discrimination, harassment and victimisation and review the effectiveness of these policies at least annually.