

# **EQUAL OPPORTUNITIES AND ANTI-HARASSMENT & BULLYING POLICY**

This policy document applies to your employment at [*Insert organisation and address*], the "Organisation" and all other Organisation sites that you may be asked to work at from time to time.

For any policy to be effective it must be applied throughout the Organisation, this policy therefore applies to all staff regardless of position or seniority.

## **1. Policy Statement**

**1.1** This Organisation is an equal opportunity employer and is committed to ensuring that the terms and conditions of employment of the employee and potential employee are equitable and non-discriminatory. This means that job applicants and employees will be treated fairly regardless of their sex, marital status, sexual orientation, gender reassignment, race, ethnic origin, disability, religion or religious beliefs.

**1.2** The Organisation will seek to promote equal opportunities and prevent harassment and bullying by publicising and communicating this policy; by providing appropriate training and guidelines for those with designated responsibilities and by raising awareness through staff development.

**1.3** Further, the Organisation will continually monitor its policies and practices to ensure that these principles are upheld. It is the employee's right to be treated with dignity and respect, which in turn will be conducive to performance, self-development and career advancement. Every executive, manager and employee has a responsibility to implement this policy.

## **2. Definitions**

### **2.1 Discrimination**

For the purposes of this policy, discrimination means treating people less favourably than others on the grounds of their sex, marital status, sexual orientation, gender reassignment, race, ethnic origin, disability, religion or religious beliefs, whether this be direct or indirect by applying a provision, criterion or practice, which disadvantages such persons.

### **2.2 Sexual Orientation**

For the purposes of this policy, sexual orientation means sexual orientation for a person of the same sex, different sex or for persons of both sexes. It does not include sexual practices or preferences. Discrimination can occur based on a perception of a person's sexual orientation, even if that perception is wrong. It can also include discrimination against a person by reason of the sexual orientation of someone they associate with.

### **2.3 Gender Reassignment**

For the purposes of this policy, gender reassignment means a desire to be known or to become a person of a gender different to that to which they were born.

## **2.4 Religion/Religious Beliefs**

For the purposes of this policy, religion or religious beliefs is defined as any religion, religious belief or similar philosophical belief. It does not include philosophical or political beliefs unless that belief is similar to a religious belief. Discrimination can occur based on a perception of a person's religion or beliefs even if that perception is wrong. It can also include discrimination against a person by reason of the religion or religious beliefs of someone they associate with.

## **2.5 Harassment**

### **2.6 Racial harassment**

### **2.7 Sexual harassment**

### **2.8 Bullying**

### **2.9 Victimisation**

## **3. Monitoring**

## **4. Procedure For Discriminatory Conduct**

## **5. Positive Action On Equal Opportunities**

## **6. Anti-Harassment & Bullying Procedure**

## **7. Date of Implementation**

## **8. Questions**

## **9. Alteration of these Guidelines**