

THE WARMINSTER ATHENAEUM TRUST

(Registered Charity 1086353)

Trustees Equal Opportunities Policy

1. Introduction

The Warminster Athenaeum Trust recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the Trustees' position on equal opportunity in all aspects of employment, volunteering and Use of facilities including recruitment and promotion, and provides guidance and encouragement to volunteers and employees at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, disability as defined by the Disability Discrimination Act 1995, age, sexual orientation or religion.

2. Definition of Discrimination

- (a) Discrimination can be direct or indirect. Both forms of discrimination must be avoided.
- (b) Direct discrimination occurs when one person is treated less favourably than another on grounds relating to sex, race, marital status, age, disability, sexual orientation or religion.
- (c) Indirect discrimination occurs where a requirement is imposed which can be complied with by a smaller proportion of persons of a particular sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, than persons in another group and which is not objectively justifiable in the given situation.

3. Statement of policy

- (a) It is the policy of The Athenaeum Trust to ensure that no User Group, employee or volunteer receives less favourable treatment on the grounds of sex, race, marital status, disability, age, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The Trustees are committed not only to their legal obligations but also to the positive promotion of equality of opportunity in all aspects of community cohesion.
- (b) The Trustees recognises that adhering to the [Equal Opportunities Policy](#), combined with relevant employment policies and practices, maximises the effective use of individuals in both the Trustees's and Users' best interests. The Warminster Athenaeum Trust recognises the benefits in having a diverse volunteer force with different backgrounds, solely employed on ability.
- (c) The application of recruitment, training, and promotion policies to all individuals will be on the basis of job requirements and the individual's ability and merits.
- (d) All volunteers and employees of the Trust will be made aware of the provisions of this policy.

4. Volunteering

- (a) Advertisements for posts will give sufficiently clear and accurate information to enable potential volunteers to assess their own suitability for the post. Information about volunteer opportunities will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
- (b) All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.
- (c) All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the post. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

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5. Volunteers & Employment

(a) The Warminster Athenaeum Trust will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.

(b) The Warminster Athenaeum Trust will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled volunteers.

(c) All volunteers and employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

6. Training

Volunteers and Employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

7. Monitoring

(a) It is the responsibility of the Compliance Officer to ensure that all aspects of this policy are kept under review and are operated throughout the Trust.

(b) Where it appears that volunteers/employees are not being offered equal opportunities, circumstances will be investigated to identify any policies or criteria, which exclude or discourage certain volunteers/employees and, if so, whether these are justifiable.

8. Grievances and victimisation

The Warminster Athenaeum Trust emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the Trustees's Disciplinary Procedure.