

# Volunteer Equal Opportunities Policy



*Young Enterprise Northern Ireland is committed to providing equal opportunity for all volunteers and prospective volunteers. All recruitment and training will exclude any consideration of a volunteer's religious beliefs, political opinion, sex, gender reassignment, sexual orientation, marital or civil partnership status, age, race or disability, trade union membership or non membership or availability for volunteering. The charity will not directly or indirectly discriminate on the aforementioned grounds.*

## **To ensure that the Equal Opportunity Statement of Policy is effective, the Organisation will:**

1. Allocate responsibility for the implementation of the Statement to the Chief Executive.
2. Make this statement known to all volunteers, display on the volunteer section of our website, and include it in appropriate literature to volunteers and at Volunteer Training.
3. Consult with volunteers or volunteer's representatives/businesses about procedures required to make this statement effective.
4. Maintain a good and harmonious volunteering environment in which no volunteer feels under threat or intimidated because of his/her religious belief, political opinion, sex, gender reassignment sexual orientation, marital or civil partnership status or disability, age, race, trade union membership or non membership, e.g. prohibit the display of flags, emblems, posters, graffiti or the circulation of materials or the articulation of slogans or songs which are likely to give offence or cause apprehension among particular groups of volunteers.
5. Provide facilities for any volunteer who believes he/she has been discriminated against to raise the matter through the appropriate procedure.
6. Ensure that the charity's recruitment and selection procedures are consistent, provide equality of opportunity and are seen to be fair by all volunteers and prospective volunteers. Selection will be based on ability to do the role in question.
7. Role Descriptions and Personnel Specifications will be used for each volunteer role in question.
8. All volunteer opportunities will be advertised as widely as possible.
9. Any communication regarding a volunteering opportunity with the Charity will clearly define main duties and necessary requirements for the volunteer role in question.
10. All prospective volunteers will be required to complete a Volunteer Application form which will be accompanied by a request for a Voluntary Monitoring Form for the collection of Equal Opportunity data. This monitoring form will not be included as part of the application but will be retained separately and will not be used as the basis for any volunteer role decision.
11. Sifting for the informal meeting/discussion will be based upon volunteer role-related criteria.
12. Commit itself to keep under review the operation of this Equal Opportunity Statement of Policy to take account of changing circumstances.
13. Adopt appropriate affirmative action measures if necessary.
14. Regard breaches of this statement as misconduct which will lead to disciplinary proceedings.