



POLICY
YOUTH CANCER TRUST
VERSION 1.0

Contents

Policy

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Version Control

Amendments

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Policy

Equal Opportunities Policy – Young People

Policy Statement

The founders, trustees, managers and staff of Youth Cancer Trust are committed to ensuring that no young person on holiday with Youth Cancer Trust receives less favourable treatment or is unlawfully discriminated against on the grounds of disability, gender, sexual orientation, race, colour, religion, age, nationality or ethnic origin.

All employees and volunteers will be made aware of the provisions of this policy before being employed or being allowed to undertake activities on behalf of Youth Cancer Trust. We all have a part to play and it is the responsibility of ALL employees, volunteers and trustees to ensure the policy is carried out at all times. Failure to do so may render the employee, volunteer or trustee liable to disciplinary action resulting in dismissal from office.

Youth Cancer Trust will not ignore, or treat lightly grievances or complaints about discrimination.

We aim to promote equal opportunities and eliminate discrimination and harassment through:

- Opposing all unlawful and unfair discrimination.
- Ensuring all young people and staff are treated fairly and with respect
- Ensuring all young people are aware of our house rules and anti-bullying policies and act in a respectful way to each other and members of staff.

Whistle Blowing Policy

Any person whether employee, trustee, manager, staff member or volunteer who has reason to believe actions are being taken or tolerated within the organisation that contravene the Equal Opportunities policy will be treated sympathetically. All concerns raised will be listened to and

acted upon. In the first instance any concerns should be raised with Brenda Clark, or in her absence James Keating.

Equal Opportunities Policy - Employees

Policy Statement

Youth Cancer Trust are committed to ensuring that no employee receives less favourable treatment or is unlawfully discriminated against on the grounds of disability, gender, sexual orientation, marital status, race, colour, religion, age, nationality or ethnic origin.

All employees will be made aware of the provisions of this policy. We all have a part to play and it is the responsibility of ALL employees to ensure the policy is carried out at all times. Failure to do so may render the employee liable to disciplinary action resulting in dismissal.

Youth Cancer Trust will not ignore, or treat lightly grievances or complaints about discrimination.

Recruitment and Promotion

Youth Cancer Trust Holidays takes all reasonable steps to recruit, employ and promote employees on the basis of ability, skill and qualification without any regard to the grounds mentioned above.

Employment

Youth Cancer Trust will not unlawfully discriminate against an individual employee on the grounds of disability, sexual orientation, sex, marital status, race, colour, gender, religion, age, and nationality or ethnic origin.

Selection

All applications will be treated equally and will be considered on their merits and skills for employment, career development and promotion without discrimination. Selection decisions will be made as objectively as possible.

Training

All employees will be provided with appropriate training for their needs regardless of race, age, sex, colour, marital status, sexual orientation, ethnic origin or disability.

Monitoring

The company will take all reasonable steps to ensure that all aspects of the policy are kept under review in order to ensure effectiveness of its Equal Opportunities Policy. The Company will, from time to time, review its selection criteria for recruitment, training and promotion in line with current legislation to ensure they do not constitute or could lead to unlawful discrimination.

Responsibilities

The responsibility for ensuring that this policy is upheld rests ultimately with management. However, it is the responsibility of us ALL to ensure that this policy is observed. If any employee feels that any part of this policy is not being observed, they should discuss this with their immediate manager as soon as possible.

Managers are responsible for knowing whether or not unacceptable behaviour is taking place in their area of responsibility. Managers are responsible for taking preventative measures to ensure it does not occur.

All complaints must be taken seriously; it is the responsibility of management to carry out their duties in respect of Equal Opportunities. Failure to do so could render him or her liable to disciplinary action.

Procedure

If, at any time, employees feel they have been treated less favourably than others in relation to equal opportunities without reasonable justification, they should raise the matter through the grievance procedure. In the event that any employee has been the subject of discrimination by another employee in terms of physical or verbal abuse or harassment, he or she should inform his/her manager/supervisor immediately.

The perpetrator of any proven instance of discrimination will be subject to disciplinary action and may be dismissed.

Further information about Equal Opportunities:

Equality Act 2010

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society.

It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it's unlawful to treat someone. www.gov.uk

