

ORKNEY ALCOHOL COUNSELLING & ADVISORY SERVICE EQUAL OPPORTUNITIES POLICY

Statement

Orkney Alcohol Counselling and Advisory Service (OACAS) believes that the diversity of its community is an essential part of its values and enriches employment, volunteering and learning experiences.

OACAS is committed to a policy of equality of opportunity and aims to provide a working, volunteering, learning and social environment that is free from unfair discrimination. It aims to ensure that all others associated with the organisation are treated with dignity, respect and equity, regardless of inappropriate distinctions, such as gender, race, nationality, ethnic identity or national origin, social-economic status or role within the Organisation, religious or political beliefs, disability, age, marital status, family circumstance, or sexual orientation.

The organisation will comply with current and future legislation and promote good practice throughout.

Responsibility

The Board of Management has adopted this equal opportunities policy, and takes responsibility for monitoring, implementing and reviewing its effectiveness.

The Chairman has ultimate executive responsibility for the effective development and implementation of the equal opportunities policy.

The Manager has overall delegated responsibility for co-ordinating the day-to-day operation of the policy and development, maintenance, and monitoring of support procedures.

Volunteers, staff, visitors and all others associated with the organisation have a responsibility to ensure that their actions comply with both the requirements and the spirit of the policy.

Implementation

Where appropriate, the Board of Management and Manager will develop written codes of practice and procedures in support and maintenance of the Equal Opportunities Policy.

Training and support will when necessary be provided to members of the organisation to help them discharge their responsibilities for the implementation of the Equal Opportunities Policy.

The organisation will monitor the effectiveness of its Equal Opportunities Policy with reference to policies and activities.

Complaints

Anyone who believes they have not been treated equitably in accordance with the Equal Opportunities Policy may complain either informally or formally. As equality of opportunities permeates through all aspects of the organisations work there is no separate equal opportunities complaints procedure, but formal complaints can be made through the organisations complaints procedures.

An individual who makes a complaint does not prejudice any statutory rights to complain to the courts, or an employment tribunal, or to seek advice from the Commission for Racial Equality, the Disability Rights Commission, the Equal Opportunities Commission, or any other appropriate body.

Adopted by the Board of Management on March 19th 2003

Amended on September 9th 2004