



## **Equal Opportunities Policy**

Approved by the Trustees on 23 August 2021

## **Equal Opportunities Policy**

### **1. Purpose**

Hay2Timbuktu's policies are based on equal opportunities for all irrespective of sex, sexual orientation, marital status, race, colour, nationality, ethnic origin, gender reassignment, disability or age.

This applies whether in relation to appointment as a trustee, terms of employment, conditions of service or opportunities for training. Individuals are selected and treated on the basis of their relevant merits and abilities and no one is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Hay2Timbuktu recognises and accepts all statutory responsibilities which may be placed upon it.

This policy covers our attitude to and expectations of all individuals and groups who are involved with or participating in, activities organised by Hay2Timbuktu, including; trustees, group members, advisors, trainees, volunteers, students and others with whom Hay2Timbuktu has a working relationship.

### **2. Selection, Recruitment and Employment**

With regard to external recruitment Hay2Timbuktu positively encourages applications from groups that it considers unrepresented in this area of work, e.g. women and ethnic minorities, and would consciously target advertisements in order to invite members from these groups to apply.

The following code of practice shall apply to all posts that become vacant within the company:

#### *Job Description and Candidate Specification*

When a Trustee post is vacant the board will draw up a candidate specification to provide objective criteria relating to the attributes, skills and experience for the role. This, together with the role description, will form the basis for the selection of the candidate for interview and appointment.

#### *Advertising*

Vacant posts will be advertised through a variety of media and outlets to reach as wide a section of the population as resources will permit.

#### *Applications*

Application packs will include:

- role description.
- candidate specification.
- background information about Hay2Timbuktu's work.
- scope of Hay2Timbuktu's Equal Opportunities policy.

### *Interviewing*

Interview panels will be kept to a minimum size but will involve at least one trustee. Reasons for rejection will be recorded for the purpose of giving feedback on request.

Each candidate will be asked the same questions relating to the role description and candidate specification, and will be given the opportunity to ask questions and will be told when a decision about the post will be made.

Travel expenses for interviews will usually be paid at standard class rail fare or equivalent on submission of receipts.

### **3. Marketing**

Organisations promoting the work of Hay2Timbuktu's clients will be made aware our Equal Opportunities Policy.

The marketing tools produced by the organisation will reflect its Equal Opportunities Policy. Information on access, or a contact for further information for people with a wide range of disabilities, will be included on all publicity information or be available on request.

Where possible, information about our activities will be made available in a range of accessible formats.

### **4. Resources**

Hay2Timbuktu will ensure that any meeting space is made as accessible as possible for use by people with different disabilities and that information about the facilities is easily available

### **5. Responsibility and Monitoring.**

#### *Responsibility*

All trustees and advisors of Hay2Timbuktu have a responsibility to accept their involvement in the practical application of this policy,

#### *Monitoring*

The Board of Trustees will monitor the practice and effectiveness of Hay2Timbuktu's Equal Opportunities Policy. Complaints about this policy, or the implementation of it, may be directed to the Chair or any other Trustee.