

## ZANE: Zimbabwe A National Emergency

### Equal Opportunities Policy

#### Statement of Commitment: Equality and Dignity

ZANE is committed to the policy of equal treatment of all employees, contractors, volunteers, trustees, service users, suppliers, applicants and all associated with the activities of the organisation.

All our staff, trustees, volunteers, associates and contractors are expected to treat each other and members of the public with dignity and respect and therefore not to discriminate on the grounds of: age; colour, ethnicity or race; disability, impairment or health condition; faith, religion, creed or belief; gender; language or dialect; sexual orientation; and social or marital status.

Our interpretations of key terms in this policy are influenced by relevant sections of the Equality Act 2010 in Great Britain, and by associated codes of practice and guidance documents issued since 2010 by the Equality and Human Rights Commission (EHRC).

#### Definitions

ZANE does not tolerate discrimination, harassment, bullying or victimisation.

#### Discrimination includes:

- treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation, disability, age or membership or non-membership of a trade union, less favourably than others;
- expecting an individual solely on the grounds stated above to comply with requirements for any reason whatsoever related to their employment, which are different to the requirements for others;
- imposing on an individual requirements that are, in effect, more onerous on that individual than they are on others, e.g. applying a condition, not warranted by the requirements of a job or project that make it more difficult for members of a particular race or gender to comply with;
- any other act, or omission of an act, that has as its effect the disadvantaging of an individual against another, or others, purely on the above grounds, where act or omission is not a proportionate means to a legitimate end.

A person subjects another to **harassment** where they engage in unwanted and unwarranted conduct which is either intended to or can reasonably be expected to have the effect of:

- a) violating another person's dignity, or
- b) creating an intimidating, hostile, degrading, humiliating or offensive environment for another person.

The recipient does not need to have explicitly stated that the behaviour was unwanted.

**Bullying** is a form of harassment and may be characterised as offensive, intimidating, malicious or insulting behaviour, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

**Victimisation** includes any instance where a person is subjected to detrimental treatment because they have, in good faith:

- a) made an allegation of harassment, or
- b) indicated an intention to make such an allegation, or
- c) assisted or supported another person in bringing forward such an allegation, or
- d) participated in an investigation of a complaint, or
- e) participated in any disciplinary hearing arising from an investigation, or
- f) taken any other steps in connection with this Policy and Procedure, or
- g) is suspected of having done so.

### Application of the Policy

ZANE's Equal Opportunities Policy will apply in the following circumstances:

- recruitment of employees, contractors and volunteers;
- terms and conditions of employment;
- access to training opportunities;
- disciplinary action;
- service delivery;
- recruitment of suppliers;
- promotion of the organisation and its work.

In all instances where employees and contractors are required to make judgements of other employee/volunteers/contractors it is essential that merit, experience and skills are considered as objectively as possible and are the sole grounds for such decisions.

ZANE will immediately investigate any claims of discrimination, harassment, bullying or victimisation and, where proven, appropriate action will be taken.

Responsibility for ensuring that this policy is adhered to has been delegated by the Trustees to Tom Benyon.

Date policy adopted: April 2017

Last Reviewed: February 2025

Due for bi-annual review: February 2027

Signed J-uk O. Newer