

EQUAL OPPORTUNITIES POLICY

Policy Statement

The Chartered Institute of Ecology and Environmental Management (“the Institute”) is committed to equal opportunities and treats all Employees, Volunteers and Members equally, irrespective of their gender, sexual orientation, marital status, race, colour, nationality, ethnic or national origins, political or religious beliefs, disability, age, pregnancy or HIV antibody status. The Institute requires all Employees and Volunteers of whatever position or authority to adhere to this general principle.

Purpose

This policy provides the framework for ensuring fair treatment and the absence of discrimination in all of the Institute’s employment and related policies, practices and procedures. It complies with current UK legislation in relation to discrimination.

Practice

The implementation of the policy requires the Institute and its Employees and Volunteers not to discriminate against other Employees, Volunteers or Members by:

- a) treating any individual less favourably than others on the grounds of age, gender, colour, race, marital status, pregnancy or maternity, nationality, ethnic origin, religious or political beliefs, sexual orientation, HIV antibody status or disability;
- b) expecting an individual, solely on the grounds stated above, to comply with requirements relating to their employment or volunteering role that are different to the requirements of others;
- c) imposing on an individual work requirements which are, in effect, more onerous on that individual than they are on others. For example, by attaching a condition to a job specification that is not warranted by the nature of the role, but which makes it more difficult for members of a particular religion or gender to comply than others not of that religion or gender;
- d) harassing, victimising or bullying an individual on the above grounds; and/or
- e) any other act, or omission of an act, which has the effect of disadvantaging an Employee, Volunteer or Member against another, purely on the above grounds.

The Institute will take all reasonable and practicable measures to make adjustments to the work environment to accommodate the needs of individuals to ensure that they are not disadvantaged on the grounds of age, gender, colour, race, marital status, pregnancy or maternity, nationality, ethnic origin, religious or political beliefs, sexual orientation, HIV antibody status or disability.

Fair treatment of all Employees and Volunteers is an integral part of good working relationships. This includes the objective assessment of pay and benefits as well as access to training and development in relation to their current or possible future role and opportunities for promotion.

In all instances those in control of Employees, Applicants and Volunteers are required to make judgements as objectively as possible based on the knowledge, skills, experience and temperament of the individual to ensure an individual is treated no less favourably than another.

The Institute will promptly investigate any claims of discrimination on the above grounds. Allegations of discrimination should be made in writing to Chief Executive Officer (or Company Secretary if the Chief

Executive Officer is alleged to have discriminated against the individual). An Investigator will be appointed to look into the allegation in accordance with the Institute's Grievance Procedure. Where it is found that discrimination has arisen there will be a requirement to immediately cease the discrimination. An Employee accused of discrimination will be subject to the Institute's Disciplinary Procedures should the investigation find that there is a case to answer.

Responsibility and Awareness

The Institute's Directors, through the Chief Executive Officer, have ultimate responsibility for ensuring compliance with this Policy.

A copy of this Policy will be given to all new Employees and Volunteers on appointment, included in the Staff Handbook and on the Institute's website.

The Policy will be reviewed on a regular basis and incidents of discrimination will be recorded and reported to Council.

Approved by Council October 2011

Review date: October 2012