



10 days Equal Opportunity Policy

Equal Opportunities Policy

10 days is committed to equality of opportunity for all and to removing barriers to equal opportunity. **10 days** recognises access as an important part of its work and a key element in its Equal Opportunity Policy, and is committed to providing access in accordance with its Equal Opportunity Policy, using all means at its disposal.

10 days fully recognises and accepts its responsibility to ensure that there is no discrimination on the grounds of a person's gender, marital status, race, religion, colour, age, disability or sexual orientation.

All individuals will be treated fairly and equally, and all relevant legislation will be complied within **10 days** undertakings, and in arrangements for access to facilities and information.

In pursuance of this policy, **10 days** will monitor the effectiveness of its policy as part of its regular evaluation of its projects. Where needs are identified, appropriate action will be taken.

The process for ensuring **10 days** maintains effective deployment of its Equal Opportunities Policy lies with the Board of Directors and will be reviewed biennially by the **10 days** Steering Group, or more frequently, as appropriate.

If you feel that you have been treated unfairly or suffered harassment because of your gender, marital status, race, religion, colour, age, disability, sexual orientation or gender reassignment, you should report this, without fail, to:

The Administrator - **10 days**
First Floor
45 Southgate Street
Winchester
Hants SO23 9EH

or contact@10dayswinchester.org marked "Equal Opportunities".

Any such complaints will be fully investigated as speedily as possible using the **10 days** Complaints Procedure, and you will be kept advised of action taken. Please refer to the **10 days** Complaints Procedure detailed in the **10 days** Complaints Policy for full information.

The **10 days** Complaints Procedure is the overall responsibility of the **10 days** Board of Directors. Procedure for ensuring **10 days** upholds its Complaints Procedure lies with the **10 days** Steering Group. The process of handling complaints will be reviewed biennially, or more frequently, as appropriate.

10 days will ensure that:

- All Steering Group members are made aware of the necessity of the effective deployment of an Equal Opportunities Policy.

- Recruitment and selection methods for staff and volunteers are free from bias and applied fairly.
- Any complaints of discrimination are dealt with speedily and fairly.
- Confidentiality of information is maintained at all times.

10 days will also:

- Seek to meet the needs of all individuals as far as practically possible.
- Provide suitable interpreting or translation services where appropriate.
- Ensure that buildings are accessible to all wherever possible.

15/04/2013