



At Beartown Rickshaw we are committed to reflecting and representing the diversity of the UK and to equal opportunities in volunteering. The policies and practices of the company aim to promote an environment that is free from all forms of unlawful or unfair discrimination and values the diversity of all people. At the heart of our policy, we seek to treat people fairly and with dignity and respect.

We will take every possible step to ensure that no person volunteering with Beartown Rickshaw or seeking a position with us will receive less favourable treatment (direct discrimination) or will be disadvantaged by requirements or conditions that cannot be shown to be justifiable (indirect discrimination) on the grounds of their:

- Age
- Disability
- Gender Reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual Orientation

We recognise that the provision of equal opportunities in the workplace is not only good management practice; it also makes sound business sense. Affording volunteers full dignity at work promotes good relations and satisfaction, and results in motivated, productive and creative volunteers.

Our equal opportunities policy will help all those who volunteer for us to develop their full potential and the talents and resources of the workforce will be utilised fully to create an organisation of opportunity for all.

We will take positive steps to ensure that the policy is known to all volunteers and potential volunteers. We will also ensure that equal opportunity is embedded in all our policies, procedures, day to day practices and external relationships.

### **Equal opportunities in volunteering**

As an applicant, you can be assured that Beartown Rickshaw will take positive steps to ensure:

Volunteer descriptions and associated conditions relate to the particular job, define the qualifications, experience and other skills required in the post, and only include those factors which are necessary and justifiable in terms of objective criteria for the satisfactory performance of the job.

All applicants are treated equally and fairly throughout the recruitment and selection process.



All decisions are made in line with Beartown Rickshaw's equal opportunities and recruitment and selection decisions, are made on merit - in line with the job and skills requirements set for the vacancy.

And when you become a volunteer, we aim to ensure:

A fair, transparent and equal chance in learning and development and terms and conditions of service.

A working environment that is free from discrimination, bullying, harassment and victimisation and where all complaints are promptly investigated and dealt with.

A working environment where a person's identity and culture is valued and respected.

### **Positive about disability**

We value and encourage diversity in our workforce and are committed to promoting equality and eliminating discrimination.

As a volunteering organisation, we are aware of our obligations under the Equality Act 2010 and are committed to offering support and making reasonable adjustments to allow full participation in the process. It is important that you let the executive team know of any requirements you have. Beartown Rickshaw will consider any reasonable adjustments. Examples include: changing the timing of interview, giving extra time for tests, providing equipment or assistance throughout the process e.g. a reader or scribe.

### **Volunteer recording**

If you are concerned about how your data will be stored, accessed or shared, be reassured that it will be kept confidential at all times and in accordance with the Data Protection Act 2018. It will not be accessible to anyone outside of the designated authorised personnel and will be used only for Beartown Rickshaw business.