

# EVC Uganda Equality and Diversity Policy

## Responsibilities of EVC Uganda

EVC Uganda will treat volunteers fairly, ensuring that they have equal access to volunteering opportunities regardless of age, disability, sex, race, religion or belief. We will act in ways that are transparent, consistent and fair.

We will uphold principles of equality by:

- Appointing a Trustee responsible for Equality and Diversity. The current Trustee responsible for this area is Rebecca Lland
- Holding interviews of volunteers with at least 2 Trustee Board Members
- Communicating and discussing post interview decisions with the prospective volunteer
- Being proactive in reducing barriers to every volunteer so they can engage in our full range of activities
- Presenting a welcoming face to volunteers
- Providing a good induction
- Providing a mentoring or buddy scheme
- Training and induction taking into account that people learn in different ways and at different speeds
- Carrying out exit interviews
- Reviewing, approving and communicating this policy to all volunteers once a year

## Responsibilities of the Volunteer

- Act in a non-discriminatory way to all other volunteers, sponsors and children
- Submit recommendations on improvements on our ways of working to sub-committee Chairman and or other Trustees

### Raising concerns of Discriminatory Behaviour

- It is the responsibility of all volunteers to be vigilant in addressing behaviour which is discriminatory and to report serious misgivings immediately to the Trustee responsible for Equality and Diversity.
- All allegations will be taken seriously, dealt with immediately whilst maintaining confidentiality of all parties.
- The Trustee responsible for Equality and Diversity will objectively document an allegation exactly 'word for word' and discuss the matter with the Chairman. If appropriate the matter will be referred for consideration by the EVC Board. The Trustee responsible for Equality and Diversity will document what action is to be taken or document why no action is being taken. This will be communicated to all parties and next actions agreed.
- Records and documentation on an allegation will be deleted after 5 years from the date of a satisfactory resolution.

This policy has been approved by the Board of EVC Uganda on 4<sup>th</sup> February 2017.

Signed: Ted Fawcett, Chairman