

# EQUAL OPPORTUNITIES AND DIVERSITY POLICY



**Born Free will seek to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public.**

All employees and those who act on Born Free's behalf are required to adhere to this policy when undertaking their duties or when representing Born Free in any other guise.

## EQUAL OPPORTUNITIES

Unlawful discrimination will not be tolerated and Born Free will take all necessary action to prevent its occurrence. Specifically, Born Free aims to ensure that no employee or job applicant is subject to unlawful discrimination, either directly or indirectly, on the grounds of gender, gender reassignment, race (including colour, nationality, caste and ethnic origin), disability, sexual orientation, marital status, part-time status, pregnancy or maternity, age, religion or belief, political belief or affiliation or trade union membership. This commitment applies to all aspects of employment, including:

- Recruitment and selection, including advertisements, job descriptions, interview and selection procedures
- Training
- Promotion and career-development opportunities
- Terms and conditions of employment, and access to employment-related benefits and facilities
- Grievance handling and the application of disciplinary procedures
- Selection for redundancy.

Equal opportunities practice is developing constantly as social attitudes and legislation change. Born Free will review all policies and implement necessary changes where these could improve equality of opportunity.

Born Free may use internet searches to perform due diligence on candidates in the course of recruitment. Where we do this, we will act in accordance with our data protection and equal opportunities obligations.

Born Free is an equal opportunities employer. While positive measures may be taken to encourage under-represented groups to apply for employment opportunities, recruitment or promotion to all jobs will be based solely on merit.

All employees will have equal access to training and other career-development opportunities appropriate to their experience and abilities.

However, Born Free will take appropriate positive action measures (as permitted by equal opportunities legislation) to provide specialist training and support for groups that are under-represented in the workforce and encourage them to take up training and career-development opportunities.

## MAKING A COMPLAINT

### Complaints of discrimination

Born Free will treat seriously all complaints of discrimination made by employees, clients, customers, suppliers, contractors or other third parties and will take action where appropriate.

If you believe that you have been discriminated against, you are encouraged to raise the matter as soon as possible by contacting us on 01403 240170, [info@bornfree.org.uk](mailto:info@bornfree.org.uk) or Born Free Foundation, 2nd Floor, Frazer House, 14 Carfax, Horsham, West Sussex, RH12 1ER.

Allegations will be treated in confidence and investigated thoroughly. If you make an allegation of discrimination, Born Free is committed to ensuring that you are protected from victimisation, harassment or less favourable treatment.

### Investigating accusations

Born Free will investigate all allegations fully.

During the course of our investigation, each party will be given the opportunity to respond to the allegation and provide an explanation of their actions.

If the investigation concludes that the claim is false or malicious, action may be taken against the complainant.

If the investigation concludes unlawful discrimination took place, those found to be responsible will be subject to disciplinary action, up to and including dismissal without notice for gross misconduct.