



EQUAL OPPORTUNITIES POLICY

1. The Policy

1.1 Devon Community Foundation is committed to equal opportunities in service provision and employment, and opposes all forms of discrimination on grounds of sex, race, marital status, colour, nationality, ethnic origin, disability, age or sexual orientation. Every possible step will be taken to ensure that individuals are treated equally and this positive commitment will be reflected in all the Foundation's policies, including those relating to donors, grantees, staff, volunteers, co-optees, appointments to the Board of Trustees and any other ad hoc committee appointed to carry out the work of the Foundation.

2. Responsibility for delivering the Policy

2.1 The overall responsibility for the policy and its implementation lies with the Director of the Foundation. The Director is responsible for obtaining specialist advice where necessary and setting guidelines for policy implementation, its operation and training where necessary.

2.2 The Director will consult with all users of the Foundation's service and will report periodically to the Board of Trustees and to any other Committee or Sub-Committee where appropriate. This will be done at the first practicable opportunity if any matters concerning issues of the adequacy of compliance in any particular case, or any suggestions or allegations of non-compliance.

2.3 Trustees, Committee Members, Staff and others responsible for the Foundation's functions and service delivery have a duty, both morally and legally, not to discriminate against individuals or groups and equally to challenge any discrimination.

3. Operations

3.1 **Trustees, Appointed Ad hoc Committees, Co-optees.** It is the Foundation's intention that its commitment to equal opportunities shall be applied to membership of the Board of Trustees, ad hoc Committees and co-opted individuals.

3.2 **Donors.** The Foundation welcomes donors from all sections of the community and our aim is to provide a service that meets their needs, regardless of the nature of their involvement.

3.3 **Grant Making Practice and Policy.** Commitment to equal opportunities underpins the grant making process and is built into considerations of accessibility to information and equity of treatment. All grant applications are considered against the same objective

criteria. The Foundation strives to ensure that every applicant and potential applicant is given fair and equal opportunity to apply for Foundation funding.

3.4 Staff. The Foundation aims to operate an equal opportunities policy when recruiting staff and in relation to its own staff members.

- All posts will be openly advertised, and no method of recruitment that might unfairly exclude any potential applicant from being recruited will be used. Suitable internal applicants will be guaranteed an interview, and where access permits, suitable disabled applicants will normally be interviewed.
- Appropriate training will be available to all members of staff to enable them to carry out their work more effectively.

4. General

4.1 In terms of its general duties. Devon Community Foundation will at all times have due regard to:

- Eliminating unlawful discrimination;
- Promoting equal opportunities;
- Eliminating harassment;
- Promoting positive attitudes;
- Encouraging full participation;
- Taking steps to take account of people's disabilities, even where that involves treating disabled people more favourably.

4.2 Wherever practical, all events, functions and activities of the Foundation undertaken or promoted by the Foundation will take place in premises suitable for access by people with disabilities.

5. Monitoring

5.1 Views on our practices are sought from all grantees and donors and are used to inform future service delivery. Those views are considered regularly by the Grants Committee and circulated to the Board of Trustees. The Foundation wishes to emphasise that the information received is treated in confidence.

6. Communication

6.1 Where appropriate, the Foundation's literature will advise its commitment to an effective implementation of an Equal Opportunities Policy.

6.2 Copies of the Policy shall be given to all those who have, or wish to have contact with the Foundation, where appropriate, and will be posted on the web site.

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