



Policy

Equal Opportunities Policy

1. Introduction

- 1.1 Young Scot Enterprise is the national youth information agency for Scotland. It aims to provide young people with a mixture of information, ideas and incentives to enable them to make informed decisions and choices about their lives, turn their ideas into action, take advantage of the opportunities in Scotland and the rest of Europe and have the confidence and knowledge to become active citizens in their community.
- 1.2 Young Scot Enterprise will, as a matter of policy, seek to afford equal treatment to all its staff, applicants for employment and all those with whom it works, in all sectors of society.
- 1.3 This equal opportunities policy is a way of demonstrating that Young Scot Enterprise supports human rights, and seeks to ensure fairness in all aspects of its work. This policy is a commitment to recognise and build on the talents and resources of all staff and to provide an environment that will encourage good and productive working relations within Young Scot Enterprise.
- 1.4 Young Scot Enterprise is also committed to equal opportunities for young people and actively encourages voluntary and statutory organisations which engage with young people to formulate an equal opportunities policy which specifically includes young people.
- 1.5 Young Scot Enterprise do not discriminate against staff on the basis of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (the “**Protected Characteristics**”).
- 1.6 Discrimination by or against an employee is generally prohibited unless there is a specific legal exemption. Discrimination may be direct or indirect and it may occur intentionally or unintentionally.
- 1.7 Direct discrimination occurs where someone is treated less favourably because of one or more of the Protected Characteristics set out above.
- 1.8 Indirect discrimination occurs where someone is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the same Protected Characteristic at a particular disadvantage.

- 1.9 Harassment related to any of the Protected Characteristics is prohibited. Harassment is unwanted conduct that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.
- 1.10 Victimization is also prohibited. This is less favourable treatment of someone who has complained or given information about discrimination or harassment, or supported someone else's complaint.

2 General Statement of Policy

- 2.1 It is the policy of Young Scot Enterprise to ensure that all applicants for employment by Young Scot Enterprise, all its staff both paid and unpaid, and all those with whom it works will be given equal opportunities irrespective of any Protected Characteristic, political belief, social or economic class, or any other ground which is not relevant to good employment practice, so far as is reasonably and operationally feasible.
- 2.2 Young Scot Enterprise is committed to the elimination of unlawful discrimination, in any form, in all its procedures and practices.
- 2.3 The offices of Young Scot Enterprise are accessible for people in wheelchairs or with impaired physical mobility. Young Scot Enterprise is also committed to arranging meetings, conferences, seminars, etc in locations which do provide wheelchair access and which are suitable for people with impaired physical mobility.
- 2.4 It is the object of this policy that all applicants for employment and employees should have equal opportunities for employment and advancement on the basis of their relevant merits and abilities alone.
- 2.5 Young Scot Enterprise undertakes to publicise this policy to all employees, to make it known to prospective employees, and to declare itself as seeking to be an equal opportunities employers in all job advertisements.
- 2.6 All key personnel involved in management, selection and dealing with the public will be given guidance and, where appropriate, training in the appropriate government legislation on equal opportunity, and on the nature of discrimination.
- 2.7 Young Scot Enterprise undertakes to ensure that all other existing and future policy statements are consistent with this statement on equal opportunities.

3 Implementation of Equal Opportunity Policy

- 3.1 Applicants for posts will be given as much clear and accurate information about posts through advertisements, job descriptions and interviews in order to enable them to assess their own suitability for a post.
- 3.2 Recruitment procedures will not indicate a preference for one group of applicants unless there is an occupational requirement for this. Recruitment literature will be designed to gather only appropriate information for the post in question.

- 3.3 All applicants will be informed that Young Scot Enterprise encourages equal opportunities and operates an equal opportunities policy. Such information will be conveyed on advertisements, job descriptions or application forms.
- 3.4 All interviews will be conducted on an objective basis and decisions will be based only on the applicant's suitability for the job and ability to fulfil the job requirements.
- 3.5 Procedures for staff development, training and promotion will not discriminate on the basis of any Protected Characteristic.
- 3.6 Young Scot Enterprise will not discriminate on the basis of age, gender, marital status or race in the allocation of duties between staff employed in any grade or grades with comparable job descriptions.

4 Internal Staff Training

- 4.1 It is the policy of Young Scot Enterprise that it will not discriminate in the provision of training courses to its staff.
- 4.2 Appropriate training will be provided within available resources to enable all staff to perform their jobs effectively. Such training will make provision where necessary for individuals returning to work following a break for domestic reasons.
- 4.3 All staff involved in interviewing will be given training to ensure that selection is made on an objective basis.

5 Terms and Conditions of Service and Facilities

- 5.1 Young Scot Enterprise will not discriminate on the basis of any Protected Characteristic in the provision of general staff facilities and benefits.

6 Services to Other Organisations

- 6.1 Young Scot Enterprise will seek to ensure all stakeholders, other organisations and individuals have equal access to its services, and will promote equal opportunities in the delivery of all its services.
- 6.2 This will be carried out with particular reference to publicity, information, access, training, identifying the needs of organisations engaging with young people, ensuring quality of service, and involvement and representation of organisations in networks, meetings and events.

7 Monitoring

- 7.1 One of the Senior Management Team will be nominated as the person responsible for monitoring the effectiveness of the equal opportunity policy with overall responsibility for its implementation and supervision remaining with the Finance & Personnel Director.
- 7.2 All aspects of the policies and procedures of Young Scot Enterprise will be kept under review to ensure that they promote equal opportunities.

- 7.3 Where it appears that any staff or job applicants are not being offered equal opportunities, the circumstances will be investigated by the Finance & Personnel Director in the first instance, and if necessary by the Board of Young Scot Enterprise, to see if there are any policies or criteria which exclude or discourage employees and, if so, whether these policies and criteria are justifiable. Appropriate action will be taken where necessary to redress the effects of any policy or criteria which are found to have unjustifiably limited provision of equal opportunities.
- 7.4 Young Scot Enterprise will seek the specialist help and advice of the appropriate Advisory Bodies, eg, Equal Opportunities Commission, Commission for Racial Equality, the Disablement Advisory Service in resolving any problem that might arise in the implementation and development of this policy.
- 7.5 The Board of Young Scot Enterprise will revise this equal opportunities policy from time to time.

8 Grievance Procedure

- 8.1 Particular care will be taken to deal effectively with any complaints of discrimination. All complaints should be pursued through the Grievance Procedure as set out in the Employee Handbook.
- 8.2 All staff must strictly adhere to the policy of Young Scot Enterprise on equal opportunities in employment and recruitment contained in this document. Disciplinary procedures may be used in the case of a breach of this policy, and will be used in the case of repeated breaches.