

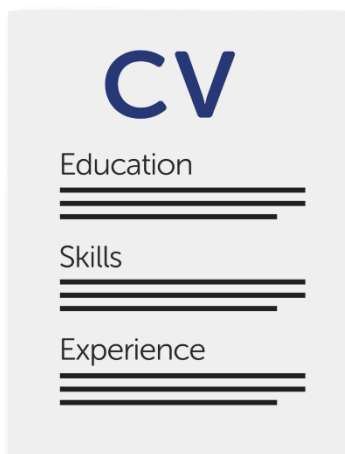
How UCI help everyone to have an equal chance

Introduction

We want to make sure that our staff, volunteers and members all have an equal chance.



We want to stop people from being treated differently because of things like their age, sex, race or disability.



We want to make sure that everyone has the same chance to work for UCI.



We want to make sure any training we run is right for the group.



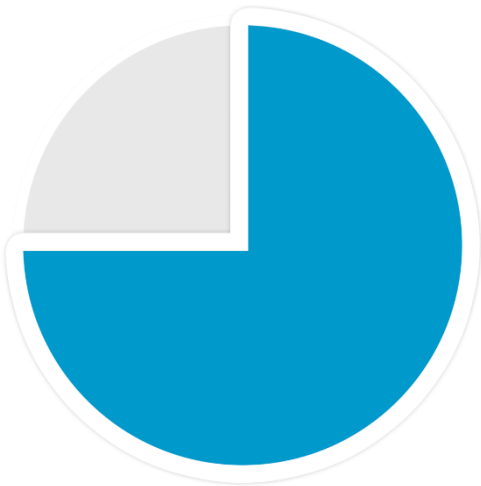
We want to make sure that everyone can join in.

The Board

The Board **must** make sure these things happen.



The Board **must** deal with anyone in UCI who doesn't do these things.



The Board **must** keep track of how many people work and volunteer for UCI. For example, how many women? how many disabled people?



The Board **must** make sure everyone has seen a copy of this document.

Staff and Volunteers

Staff and volunteers **must** follow any plans the Board put in place to help make UCI as equal a place as possible.



Staff and volunteers **must** tell the Board if anyone is being treated unfairly.

Staff and volunteers **can** complain if they feel they are being treated unfairly.

Staff and volunteers **must not** treat other staff and volunteers unfairly.



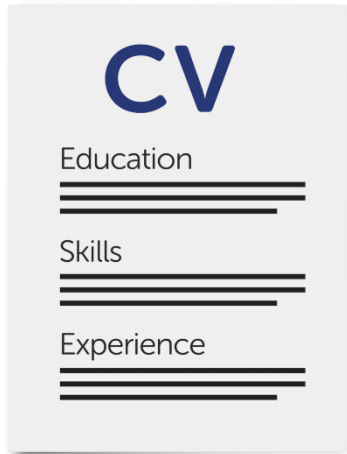
Staff and volunteers **must not** treat others unfairly when they are training them or when they are choosing who to give a job to at UCI.

If staff or volunteers treat people unfairly, they will be told they are wrong and then given a warning.

Keeping Track

UCI will keep a list of staff, volunteer and members.

They will use this list to help to keep things fair.



When UCI are choosing who to give a job to they will always pick based on the person's ability to do the job, not the person's age, sex, race or disability.

What Happens If Someone Is Treated Unfairly?



If someone feels they are being treated unfairly they should tell the Manager or a member of the Board.



Records of any reports will be stored privately.



The Manager or Board member will try to find out what went on.

If it involves a member of staff, then the Grievance Procedures will be followed.

Grievance Procedures – part of your contract that explains how complaints will be investigated.

The Law



The Equality Act 2010 protects people from being treated unfairly. UCI follow the Law.