



EQUAL OPPORTUNITIES POLICY

General Statement of Policy:

As a Cooperative, Paperchain is strongly committed to Equal Opportunities throughout our business and working practices. We believe that the workplace should be open to all and no one should be treated less favourably on grounds of race, colour, nationality, ethnic origin, gender, marital status, sexual orientation, political or religious beliefs, language, disability, age or health issues.

Paperchain Co-operative undertakes to:-

1. Select workers and volunteers purely on the basis of ability and suitability for the work required.
2. Ensure members and volunteers are aware of this policy and that each knows his or her individual responsibility to act accordingly. Everyone has a duty to behave in a way which follows this policy.
3. Value and respect the feelings of all workers and volunteers.
4. Ensure that language or humour that may be found offensive will not be used, with particular reference to sexism, racism, homophobia, sexual suggestions, people with special needs and any other derogatory terminology.
5. Ensure that no worker, volunteer or visitor behaves in away that could be regarded as direct or indirect harassment, bullying, or is discriminatory or offensive.
6. Ensure Directors know their duty to promote and sustain equal opportunities, challenge inappropriate behaviour, monitor, respond to complaints and take appropriate prompt action to stop harassment or discrimination.
7. Ensure correct action is taken. Initial action in cases of inappropriate behaviour should be in the form of explanation, with the option of appropriate re-training and a request to change behaviour. This will be followed by a formal warning if behaviour does not change, followed by dismissal should the offence reoccur. This decision will be taken by the majority of directors together through fair process and anyone accused of inappropriate behaviour will be entitled to explain themselves and be accompanied by an observer to any meetings. Once a majority of the directors have considered the issue together and made a decision there will be no further appeals.
8. Review the policy on an annual basis, or more frequently should major changes take place in the workplace, and communicate any such changes to our members.