**Equal Opportunities Policy**

**[ACTS Scotland ]**

**Reviewed: [6th August 2025]**

**1. Policy Statement**

[Your Organisation's Name] is committed to promoting equality, diversity, and inclusion in all aspects of our work and services. We aim to create an environment where everyone is treated with dignity and respect, and where individual differences are valued and celebrated.

We do not tolerate discrimination, harassment, or victimisation on any grounds.

**2. Legal Framework**

This policy is underpinned by the **Equality Act 2010**, which protects individuals from discrimination based on the following **protected characteristics**:

* Age
* Disability
* Gender reassignment
* Marriage and civil partnership
* Pregnancy and maternity
* Race
* Religion or belief
* Sex
* Sexual orientation

As a Scottish organisation, we also acknowledge and adhere to the principles of the **Scotland Act 1998**, which places duties on Scottish public authorities to promote equality.

**3. Aims of This Policy**

* To ensure equality of opportunity in recruitment, training, promotion, and service delivery.
* To eliminate discrimination, harassment, and victimisation.
* To foster a culture of inclusion, respect, and dignity.
* To meet all legal and regulatory equality duties.

**4. Scope**

This policy applies to:

* All employees, workers, volunteers, and contractors.
* Applicants for employment or volunteer roles.
* Service users and the general public interacting with our organisation.

**5. Responsibilities**

* **Management** is responsible for ensuring that this policy is implemented and monitored.
* **All staff and volunteers** must uphold the principles of equality and report any concerns or breaches.
* **Service users** will be treated fairly, and their feedback will help us improve our approach to equal opportunities.

**6. Implementation**

We will:

* Provide equality training and awareness sessions.
* Monitor recruitment, pay, promotion, and service delivery practices.
* Take swift and appropriate action against discrimination or harassment.
* Make reasonable adjustments for individuals with disabilities.

**7. Complaints**

Any employee or service user who believes they have been subject to discrimination can raise a grievance or complaint, which will be handled seriously and sensitively, following our [Grievance/Complaints Procedure].

**8. Monitoring and Review**

We will review this policy annually or sooner if changes in legislation or circumstances require it.

**Signed:**
[Name]
[Job Title]
[Date]

**✅ Good Practice Tips for Scottish Organisations**

* Use inclusive language and imagery in job adverts and communications.
* Monitor diversity metrics in recruitment and retention.
* Consult with groups representing protected characteristics (e.g. disability forums, LGBT+ networks).
* Be mindful of Scottish-specific issues such as **Gaelic language inclusion**, **rural equality access**, and **poverty-related disadvantage**.

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