

Equal Opportunities Policy

General Statement

The Pituitary Foundation is committed to a policy of equality of opportunity in its recruitment and employment practices and in its service provision. It aims to ensure that employment and progression within the organisation are determined solely by application of objective criteria and personal merit.

When considering the treatment of applicants, employees and volunteers and the availability of its services and resources to all users, The Foundation will actively avoid discrimination on grounds of sex, age, sexual orientation, marital status, race, ethnic origin, religious belief, gender reassignment or disability.

Implementation

In carrying out this responsibility the Trustees and the Chief Executive Officer will:

- ensure that shortlisting and interviewing of potential staff, and recruitment of potential volunteers, are carried out with attention to equal opportunity guidelines;
- ensure that staff, Trustees and other volunteers are trained in anti-discriminatory practice;
- strive towards providing support and service to our community and our volunteers which is accessible and convenient;
- strive towards producing publicity material and information in languages other than English and in different formats;
- ensure that venues for any Foundation-organised or sponsored event are fully accessible;
- ensure that the Equal Opportunities Policy is kept under regular review.

Our Community

Pituitary conditions know no boundaries, not age, race, sex or socioeconomic background and The Pituitary Foundation fosters its service and support to embrace the concept of 'one model does *not* fit all'. We require our staff and volunteers to understand that each person touched by pituitary disease, be they patient, spouse, partner, parent, child or friend, has their own story, their own concerns, their own experiences and they are all valid. We may have necessary limits to the services we can provide, but we operate in a non-judgemental manner to those to whom we provide them.

Monitoring and Review

The Chief Executive Officer, in conjunction with the Trustees, is responsible for monitoring and the review of the application of The Foundation's anti-discrimination policy.

Disciplinary and Grievance Procedure

Acts of discrimination or harassment on grounds of sex, age, sexual orientation, marital status, race, ethnic origin, religious belief, gender reassignment or disability by employees, members, volunteers or Trustees will result in applying

disciplinary action. Failure to comply with The Foundation's policy will be dealt with as such and applies to all relevant personnel. Volunteers found to be engaging in this behaviour will be asked to proceed through the process of stepping down from their roles.

All allegations or grievances relating to any of the above will be treated with the utmost seriousness and in the first instance will be dealt with by the Chief Executive Officer who will report to and involve the Chairman as appropriate.

All Dealings

The Foundation will deal with all employees, volunteers and service users with the same attention, courtesy and consideration regardless of sex, age, sexual orientation, marital status, race, ethnic origin, religious belief, gender reassignment or disability.

Definitions:

Discrimination

Treating one person less favourably than another on the grounds of their sex, age, sexual orientation, marital status, race, religious belief or disability.

Direct Discrimination - Occurs if a person is treated less favourably on the basis of his or her sex, sexual orientation, marital status, age, physical ability, race, and religious belief, membership of an ethnic group or any other subjective stereotype.

Indirect Discrimination - Takes place where an unjustifiable condition or requirements is attached to a job, which has the effect of putting a certain group to a disadvantage, even though the conditions or requirements apply to all. It is also unlawful to instruct or put pressure on another person to discriminate.

Harassment

Any unwanted behaviour which is offensive, abusive or intimidating. It can be persistent or isolated and includes behaviour which induces anger, stress, anxiety, fear or sickness on the part of the person being harassed. It can be physical, verbal, direct or indirect and can include gestures, intimidation, unwelcome remarks, suggestions, propositions, malicious gossip, jokes and banter. In addition, non-verbal harassment can include offensive literature, pictures, graffiti and unwelcome physical conduct.

Victimisation

Occurs when a person is treated less favourably than others because they have made allegations about discrimination or harassment, because they have started proceedings under the Sex Discrimination, Disability Discrimination or Race Relations Act or because they have given evidence or information in connection with the Sex Discrimination, Disability discrimination and Race Relation Act.

Unwanted behaviour

If you feel that you have been discriminated against, harassed or victimised in breach of the principle of equal opportunities set out above, you are entitled to complain using the procedures set out below.