

EQUALITY POLICY

FROGLIFE'S POLICY STATEMENT

Froglife is committed to enabling clients to benefit fully from the potential of all its employees and volunteers. It values diversity and seeks, both as an employer and a service provider, to overcome all forms of discrimination which unfairly affect individuals' opportunities.

Froglife will not tolerate any form of discrimination on the grounds of the protected characteristics of age, disability, race, religion or belief, sex, pregnancy and maternity, sexual orientation, gender reassignment, marriage and civil partnership. Froglife will also challenge any act of harassment or victimisation.

It is a legal requirement and personal responsibility of every Froglife employee and volunteer to ensure that s/he does not discriminate. Everyone must commit to challenging any form of discrimination and actively seek to meet the diverse needs of our clients in the delivery of services.

IMPLEMENTING THE POLICY

Froglife will implement staff awareness, training and information with the aim of giving all staff the ability to critically evaluate what they do and how they do it. This is particularly important for staff, who undertake recruitment, appraisal, training and personal development procedures.

Froglife will monitor and regularly review work procedures adopted to ensure this policy is implemented effectively, to encourage best practice and to identify areas of weakness requiring action to combat discrimination. Froglife will advertise all opportunities that arise within the organisation. Advertising and recruitment sources will be cost effective and maximise access to the widest possible field of suitably competent people.

Froglife will issue job descriptions with person specifications to all potential candidates that accurately reflect the nature of the post and objectively state the skills, experience and knowledge required. Each candidate will be systematically assessed only in accordance with



his/her merits, qualification and ability to perform the relevant duties required by a particular job. Unnecessary or irrelevant conditions are unfair and can bring claims of discrimination.

Froglife will ensure that wherever possible men and women will be represented on selection panels. Selection panels will always comprise of two or more staff to maximise objectivity when selecting a candidate.

There is an obligation on all employees to respect and act in accordance with this policy. Any act of discrimination, harassment, or victimisation will be dealt with through Froglife's disciplinary procedure.

