



Equal Opportunities Policy

1 Statement of policy

The aim of this policy is to communicate the commitment of the Organisation to the promotion of equality of opportunity in all its professional dealings.

It is our policy to provide opportunities to learn or work with or for us equally to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religious belief or political opinion
- Religious affiliation or observance
- Race (including nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age.

We are opposed to all forms of unlawful and unfair discrimination. All pupils, job applicants, employees and others who study with us or work for or with us will be treated fairly and will not be discriminated against on any of the above grounds or any other irrelevant distinctions between people. Decisions about pupil selection, staff recruitment, promotion, training or any other benefit will be made objectively and without discrimination on the basis of distinctions as listed above or other characteristics which are not material to the decision.

We recognise that the provision of equal opportunities in all schools and in the workplace is not only good management practice; it also makes sound business sense. Our equal opportunities policy will help all those who study with us or work for us to develop their full potential and the talents and resources of such learners and colleagues will be utilised fully to maximise the efficiency of the benefit provided through the Organisation.

2 Scope of this policy

This Equal Opportunities policy applies to all those who study with Mamie Martin Fund support and those who work for the Organisation either in a paid or voluntary

capacity. It also applies to joint work which the Organisation may undertake from time to time.

3 Equality commitments

Because the Organisation exists to support the education of girls and women in North Malawi, direct support (financial and other) is only available to female pupils and students. Because of that element of the organisational mission the person specification for the Malawi Manager requires that she is also female.

Within those gendered constraints we are committed to:

- Providing support to as wide a range of needy Malawian girls as possible
- Promoting equality of opportunity for all pupils, staff and volunteers
- Promoting a good and harmonious learning and working environment in which all persons are treated with respect
- Preventing occurrences of direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice in the UK and in Malawi
- Complying with our own equal opportunities policy and associated codes
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of equal opportunities policy by staff or volunteers as misconduct which could lead to disciplinary proceedings.

4 Implementation

As an organisation we have responsibility, along with our partners, for the effective implementation of this policy. In order to implement this policy we shall:

- Communicate the policy to any volunteers, employees, job applicants and relevant others (such as contract or agency workers)
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into any job descriptions and work objectives of all staff
- Provide equality training and guidance as appropriate, including induction.
- Ensure that any colleague or any organisation to whom we might delegate responsibility for assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques
- Incorporate equal opportunities notices into general communications practices (e.g. website)
- Obtain commitments from other persons or organisations such as partner organisations that they will comply with the policy in their dealings with our organisation and our workforce.

5 Monitoring and review

We will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. The effectiveness of our equal opportunities policy will be reviewed annually in terms of student throughput and any other measures which become relevant.

6 Complaints

Pupils, volunteers or employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter directly with us or through the relevant partner organisation. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

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