



Save Youth Future Society
جمعية إنقاذ المستقبل الشبابي

Equal Opportunity Policy





Introduction

Save Youth Future Society is committed to supporting, developing and promoting diversity and equality in all of its employment practices and activities and aims to establish an inclusive culture free from discrimination and based on the values of fairness, dignity and respect.

The purpose of this policy is to ensure that no person should suffer or experience less favourable treatment, discrimination or lack of opportunities on the grounds of gender, race, color, nationality, ethnic origin, religious or philosophical beliefs, health status, marital status, parental status, sexual orientation, political beliefs or any other grounds which cannot be shown to be justifiable within the context of this policy.

Save Youth Future Society will keep its policies under review and will implement changes where these could improve equality of opportunity.

Breach of this policy will be dealt with under Save Youth Future Society's disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

Basic Principles

- It's Save Youth Future Society's belief that all persons should have equal rights to recognition of their human dignity, and to have equal opportunities to be educated, to work, receive services and to participate in society.
- All employees (whether part-time, full-time or temporary), volunteers, and beneficiaries will be treated fairly and with respect.
- Save Youth Future Society is committed to the promotion of equal opportunities within the organization as well as affiliated organizations.
- In the provision of services and the employment of staff, Save Youth Future Society is committed to promoting equal opportunities for everyone. Throughout its activities all people will be treated equally whether they are:
 - Seeking or using our services.
 - Applying for a job or already employed by us.
 - Trainee workers and students on work experience or placements.
 - Volunteer workers.
- All employees, participants and volunteers will be helped and encouraged to develop their full potential and the talents and resources of individuals will be utilized to maximize the effectiveness Save Youth Future Society activities.

Definition

Equal Opportunities :

Equal opportunities is a principle that emphasizes that opportunities in employment, education and other areas are available to all.

Diversity:

Diversity is a broader concept that builds upon the progress made through equal opportunities. Everyone is different and diversity is about recognizing, respecting and valuing the differences each bring to work.

Equal opportunities and diversity work together by identifying and addressing any inequalities and barriers faced by people and by valuing, learning and benefiting from the diverse cultures in society and our staff.

Direct Discrimination:

Direct discrimination occurs when an individual is treated less favorably than another because of a protected characteristic they have.

Discrimination by association

This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

Perception discrimination

This is direct discrimination against an individual because others think they possess a protected characteristic. It applies even if the person does not actually possess the protected characteristic.

Indirect Discrimination

Indirect discrimination occurs when a provision, criterion or practice is applied universally, but its effect disadvantages people who share a protected characteristic.

Harassment

Harassment is unwanted and unwanted behavior related to a protected characteristic and makes a person feel intimidated or humiliated.

Victimization

Victimization is where someone is treated less favorably because they have made a complaint about discrimination or harassment or have given evidence relating to a complaint.

Implementation

Implementing equal opportunities is a continual process that needs to be kept under constant review. The process involves devising codes of practice, establishing procedures, describing good practice within the organization and setting goals to ensure that the momentum of implementation is maintained.

In order to implement this policy, the organization shall:

- Communicate the policy to employees, job applicants, volunteers and relevant others.
- Provide equality training and guidance as appropriate
- Ensure that those who are involved in assessing candidates for recruitment or promotion are familiar with non-discriminatory selection techniques.
- Incorporate equal opportunity notices into general communications practices.
- Ensure that adequate resources are made available to fulfill the objectives of the policy.

The effectiveness of the policy will be reviewed and, where necessary, remedial or corrective action taken.

Policies and Procedures

Save Youth Future Society is committed to a policy of equality of opportunity in its employment practices. The following are policies and procedures specifically designed in order to foster this commitment:

A) Recruitment and Selection

Save Youth Future Society actively promote equal opportunities through the provision of employment policies (full copies of which are available as part of the 'Employee Handbook') which will ensure all individuals are treated fairly and consistently with due regard to their abilities, potential, skill and ability.

Employment conditions will be reviewed on a regular basis to ensure that no member of staff or volunteer is discriminated against. The policy should be publicized to all staff, and to all new entrants.

B) Anti-Bullying and Harassment Policy

The organisation is encouraging that all Save Youth Future Society employees/ volunteers are treated with dignity and respect and free from harassment or other forms of bullying at work. Save Youth Future Society strongly prohibits harassment and/or bullying by an employee against another employee, by an employee against a non-employee, and by a non-employee against an employee.

C) Gender Equality in the Workplace Policy

Save Youth Future Society recognizes that Gender equality in the workplace is a prerequisite for effective organisational performance and development, anchors professionalism and promotes results that contribute to positive societal change. A climate will be created and maintained where employees feel that grievances based on gender or sex discrimination are not ignored or trivialised, and will not lead to reprisals.

This gender policy shall be read in conjunction with other policy statements relating to discrimination based on grounds of gender or sex

D) Disability in the Workplace Policy

In the context of its aim to value all staff and treat them equitably and fairly, Save Youth Future Society welcomes applications from people with disabilities, values the contribution of existing staff with disabilities, and will treat staff fairly should they become disabled. The “Anti-Bullying and Harassment Policy” should be read in conjunction with this policy.

Responsibilities

Management Responsibilities

It is the responsibility of all managers from directors and departmental heads to junior supervisors to:

- Ensure that the standards established within this policy are adhered to within their own area of responsibility
- Familiarise themselves with the procedures in all Equal Opportunities documentation
- Ensure that they are not instructing employees to act in a discriminatory manner
- Ensure they are not putting pressure on employees to discriminate

- Bring the details of the policy and procedure documents to the attention of all staff
- Ensure that information on equal opportunities is incorporated in all induction processes for new or temporary staff and is supported by on-going training
- To respond in a prompt and appropriate manner to allegations of unfair discrimination, sexual or racial harassment or other unacceptable behaviour from staff under their control

Staff Responsibilities

It is the responsibility of employees and/or volunteers at all levels to:

- Co-operate with any measures introduced to ensure equality of opportunity
- Report any discriminatory acts or practices
- Not induce or attempt to induce others to practice unlawful discrimination
- Not victimize anyone as a result of them having reported or provided evidence of discrimination
- Not harass, abuse, bully or intimidate others
- To refrain from inducing or attempting to induce other employees to practice unacceptable behaviour or unlawful discrimination
- To draw to the attention of the (line) managers any suspected discriminatory acts, sexual or racial harassment or other inappropriate practices

Save Youth Future Society Responsibilities

The organization has responsibility for the monitoring and implementation of the policy as follows:

- To examine and review existing policies, practices and procedures and make any necessary changes on an ongoing basis
- To ensure that all employees know of the policy and how it affects their job responsibilities
- To promote equal opportunities for all persons seeking or already employed with the Company
- To consult with the employees on equal opportunities policies and implications

Complaints of Discrimination

Safe Youth Future Society will treat all complaints of unlawful discrimination seriously.

Any employee who believes that he or she has been a victim or any employee who has witnessed such act, should take immediate action in accordance with the procedure set forth below.

An employee may file a complaint by contacting his/her direct line-manager. In case the complaint involves the direct line-manager the employee should report to the Executive Director. The complaint may be verbal or in writing. The employee should be prepared to provide details such as what happened; when it happened; where it happened; how often and who else was present (if applicable). Complaints should be made as soon as possible but no later than within one year of the last incident of perceived harassment, unless there are circumstances that prevented the employee from doing so.

The line-manager/Executive Director will inform the person accused -in writing-that a complaint has been made against him/her. The letter will also provide details of the allegations that have been made against him or her. Every effort will be made to resolve complaints within 10 working days.

Mediation

Wherever appropriate and possible, the parties to the complaint will be offered mediation prior to proceeding with an investigation. Mediation is voluntary and confidential. It is intended to assist the parties to arrive at a mutually acceptable resolution to the complaint. The mediator will be a neutral person, agreed upon by both parties. The mediator will not be involved in investigating the complaint. Each party to the complaint has the right to be accompanied and assisted during mediation sessions by a person of their choosing.

Investigation

If mediation is inappropriate or does not resolve the issue, an investigation will be conducted. All investigations will be handled by an individual who has the necessary training and experience. In some cases, an external consultant may be engaged for this purpose.

The investigator will interview the person who made the complaint, the person the complaint was made against and any witnesses that have been identified. All people who are interviewed will have the right to review their statement, as recorded by the investigator, to ensure its accuracy.

The investigator will prepare a report that will include:

- Description of the allegations;
- Response of the person the complaint was made against;
- Summary of information learned from witnesses (if applicable); and
- Decision about whether, on a balance of probabilities, discrimination did occur.

This report will be submitted to the Executive Director and the board of directors. Both parties to the complaint will be given a copy.

Any member of staff who is found to have committed an act of discrimination will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. Save Youth Future Society takes a strict approach to serious breaches of this policy.