

## Alpha 1 UK Equal Opportunities Policy

### 1. Introduction

Alpha 1 UK is committed to promoting equality and diversity in all aspects of its operations, ensuring that all employees, volunteers, service users, and stakeholders are treated fairly and with respect. This Equal Opportunities Policy aims to eliminate discrimination and ensure that everyone has equal access to opportunities within the charity.

This policy is aligned with the provisions set out in the **Equality Act 2010** and other relevant legislation, and we are dedicated to creating a workplace and environment that values diversity, respects differences, and promotes inclusion.

### 2. Objectives

The primary objectives of this policy are to:

- Promote equality and diversity in recruitment, training, development, and all other areas of the charity's activities.
- Ensure that no individual is discriminated against or harassed on the grounds of protected characteristics.
- Create a positive, inclusive, and respectful environment where all people can thrive and contribute to the charity's work.
- Ensure compliance with relevant equality legislation, including the **Equality Act 2010**.

### 3. Legal Framework

This Equal Opportunities Policy is informed by and complies with the **Equality Act 2010**, which consolidates and strengthens previous anti-discrimination laws in the UK. Under the Act, individuals are protected from discrimination based on the following nine protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including colour, nationality, and ethnic or national origins)
- Religion or belief
- Sex
- Sexual orientation

In addition to the Equality Act 2010, the charity is committed to adhering to any other relevant legislation, guidance, or codes of practice relating to equality and diversity.

### 4. Scope of the Policy

This policy applies to:

- Employees and volunteers of Alpha 1 UK
- Service users, beneficiaries, and stakeholders.
- The charity's recruitment, selection, and employment practices.
- The provision of services, activities, and opportunities by the charity.
- Training, development, and progression within the charity.

## **5. Responsibilities**

### **5.1 Trustees and Leadership Team**

The Board of Trustees are responsible for ensuring the implementation and monitoring of this policy. They will:

- Provide leadership in promoting equality and diversity throughout the charity's operations.
- Ensure that the charity complies with all relevant equality legislation.
- Regularly review the charity's equality practices and policies to ensure they are effective.
- Provide training and resources to employees and volunteers to support equal opportunities.

### **5.2 Employees and Volunteers**

All employees and volunteers are expected to:

- Treat others with dignity and respect, ensuring a welcoming and inclusive environment for all individuals.
- Refrain from discriminatory behaviour, including harassment, bullying, and any form of exclusion based on protected characteristics.
- Participate in equality and diversity training and awareness sessions.
- Report any instances of discrimination or harassment to the appropriate person, as outlined in the charity's grievance or safeguarding procedures.

### **5.3 Recruitment and Selection**

Alpha 1 UK is committed to ensuring that all recruitment and selection processes are fair and based on merit. The charity will:

- Ensure that recruitment advertisements, job descriptions, and person specifications do not contain discriminatory language or requirements.
- Make reasonable adjustments for candidates with disabilities to ensure they have equal access to the recruitment process.
- Ensure that selection decisions are made based on the skills, qualifications, and experience required for the role, and not influenced by irrelevant factors such as gender, race, or age.
- Ensure that recruitment processes are transparent and free from bias.

## **6. Equal Opportunities in Employment**

### **6.1 Training and Development**

The charity is committed to providing equal opportunities for training, career development, and promotion for all employees and volunteers. This includes:

- Offering access to training, development opportunities, and mentoring programs.
- Ensuring that performance appraisals are fair and based on objective criteria, focusing on the individual's skills and contributions.
- Making reasonable adjustments to ensure equal access to development opportunities for employees with disabilities or other needs.

### **6.2 Harassment, Victimization, and Discrimination**

Alpha 1 UK has a zero-tolerance approach to discrimination, harassment, and victimisation. The charity will:

- Ensure that all individuals are treated with dignity and respect, free from harassment or bullying.
- Take prompt action to address and resolve any complaints of harassment, discrimination, or victimization.
- Provide clear processes for employees and volunteers to raise concerns or complaints, without fear of retaliation.

### **6.3 Reasonable Adjustments**

The charity will make reasonable adjustments to its policies, practices, and facilities to ensure that employees or volunteers with disabilities are not disadvantaged. This includes:

- Providing accessible work environments.
- Adapting job duties or schedules for employees with specific needs.
- Making adjustments to ensure that individuals with disabilities can fully participate in training and development activities.

## **7. Equal Access to Services**

Alpha 1 UK is dedicated to providing its services and activities in an inclusive manner. We will:

- Ensure that all individuals, regardless of their background or protected characteristics, have equal access to the charity's services.
- Make reasonable adjustments to ensure accessibility for people with disabilities.
- Offer services in a manner that respects and celebrates diversity, including using appropriate language and resources.

## **8. Monitoring and Evaluation**

To ensure that this policy is effective, the charity will:

- Regularly monitor recruitment, training, and service delivery to assess whether equal opportunities are being provided.

- Collect and analyse diversity data, where appropriate, to ensure that underrepresented groups are included in the charity's activities.
- Review the policy annually and make necessary changes based on feedback, monitoring results, or changes in legislation.
- Provide feedback to employees, volunteers, and stakeholders on the charity's progress in promoting equal opportunities.

## **9. Reporting and Addressing Grievances**

Any individual who believes they have experienced or witnessed discrimination, or unequal treatment should report it promptly. The charity has a formal grievance procedure in place to handle such complaints. The charity will:

- Investigate complaints in a fair and impartial manner.
- Take appropriate action to resolve the issue, which may include disciplinary measures if necessary.
- Ensure that individuals who raise grievances are not subject to retaliation.

## **10. Policy Review**

This Equal Opportunities Policy will be reviewed annually by the Board of Trustees to ensure that it remains relevant, effective, and in compliance with current laws and regulations.

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This Equal Opportunities Policy is approved by:

**Tanya Jones**

**Vice Chair**

**1 February 2026**

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