



Equal Opportunity Policy For Somali Diaspora Foundation

1. Purpose

It is the policy of Somali Diaspora foundation (the voluntary organisation) and all and any trading bodies and names connected with them to commit to promoting, encouraging and ensuring equality and diversity in the workplace and to eradicate unlawful and unfair discrimination within our workforce.

The purpose of this policy is to ensure that all volunteers or employees feel represented and respected within the workplace in a safe and encouraging environment. In addition to eradicating discrimination within the workplace and workforce, the organisation pledges that their customers and patrons shall not suffer unfair or unlawful discrimination in the provision of services to them by the organisation.

2. Scope of this Policy

The organisation extends all rights and responsibilities set out under this policy equally to all volunteers or employees regardless of their status as full-time or part-time employees who are on fixed term or substantive term contracts. This policy will also extend to persons who are not employees but are contracted to perform services or provide goods on behalf of the organisation such as agency staff and contractors.

All volunteers or employees should follow and have a responsibility to implement this policy in particular directors, managers, supervisors and any and all other staff who participate in the voluntary process or who make decisions which will affect other volunteers.

3. Equality Commitments

To achieve the aims and goals contained within this policy, the organisation undertakes the following:

The organisation shall never unlawfully discriminate against any persons due to their protected characteristics under the Equality Act 2010, namely discrimination based on a person's:

- Age
- Disability
- Gender reassignment.
- Marriage and civil partnership.
- Pregnancy and maternity; - race (including skin colour, nationality, ethnic origin or country of origin)
- Religion or beliefs.
- Sex
- Sexual orientation.

- In fulfilling this policy the organisation shall combat, oppose, exclude and avoid any and all forms of discrimination which are unlawful under the Equality Act 2010. An employees' protected characteristics shall not be reason to discriminate on the grounds of: terms and conditions of volunteers or employment; dismissal, redundancy, grievance and disciplinary procedures; pay and benefits; selection for volunteer or employment, training, promotion or any and all other career development opportunities; and leave for parents and any legitimate requests for different or flexible working hours.

- The SDF organisation pledges to encourage all volunteers or employees to progress and develop their skills and knowledge during their time at the organisation by partaking in any and all training and development opportunities which may arise within the organisation.

- 4. Principally, the SDF organisation shall only take on board and promote volunteers or employees based on their merit, abilities, experience, qualifications and aptitude rather than on any of their protected characteristics, apart from where necessary and legal exemptions of this are permitted under the Equality Act 2010.

- The organisation shall provide relevant and necessary Equality and Diversity training to management and all other volunteers or employees concerning their rights and responsibilities under this policy.

- All and any forms of bullying, intimidation or any other forms of harassment shall not be tolerated under any circumstances and where an volunteer or employee believes that they have suffered such behaviour due to one or any of their protected characteristics this should be reported to TEMMY AJIBOA. Any and all claims of bullying, or other forms of harassment, shall be handled in the strictest confidence by the organisation and relevant investigations will be carried out in accordance with adopted procedure. Where any volunteer or employee is found liable for bullying, victimisation or any other act of unlawful discrimination they may be subject to disciplinary action under the organisation's disciplinary procedure.

- At relevant and regular intervals, the organisation shall review and, where necessary, reform its procedures and practices around volunteer or employment in order to safeguard fairness and to keep them in line with any relevant changes in the law.

- The organisation shall at all times observe and scrutinise the composition of the volunteers or employee workforce in relation to its age, sexual orientation, beliefs, religion, sex, race, and all other protected characteristics while encouraging diversity and equality in order to fulfil the purpose of this policy. This practice shall include assessing the effectiveness of this policy in action and reviewing and implementing changes in order to address any issues which may arise as a result.

4. Application of this Policy

This policy is applicable to the behaviour and conduct of all volunteers or employees and persons during their duties for the organisation and shall apply where volunteers or employees are on and off site. All volunteers or employees and persons engaged with the organisation should consider the consequences of their actions in relation to this policy and be aware that their conduct may impact the reputation and standing of the organisation professionally. Certain areas of application are as follows:

a. Recruitment and Promotion

The organisation shall only recruit, volunteers or employ and promote persons based on their merit, abilities, experience, qualifications and aptitude rather than on any of their protected characteristics. The organisation shall collect data relating to the demographics of applicants during its recruitment process in order to avoid unlawful discrimination. The Company shall also endeavour to remove any barriers to promotion for certain persons that it may find from time to time.

b. During the course of volunteering or Employment

This policy shall apply robustly at all times during a person's volunteer or employment with the organisation and all terms and conditions of volunteering or employment, training,

employee facilities and any other benefits employees are granted while employed with the organisation, shall be monitored and reviewed on a regular basis to ensure they are being granted equally and fairly and that any access to such features is not hindered due to unlawful discrimination. The organisation shall endeavour to meet the needs of disadvantaged and underrepresented groups in order to achieve this.

This policy will be reviewed at regular intervals by the organisation and may be amended from time to time. This policy does not form a part of a volunteer or employee's employment contract and is therefore for guidance only.

This policy for Equal Opportunities at Work is robustly endorsed by the organisation at all levels of management.

5. Breaches of Policy

Any breach may result in disciplinary action. Serious breaches may be considered gross misconduct.

6. Monitoring and Review

We will monitor the effectiveness of this policy and review it annually or in response to legal or organisational changes.

Approval By	Date	Next Review Date
Trustees: Rooda Abdillahi	22/01/2026	22/01/2027