

**Air Ambulance NI**  
**Equal Opportunities**  
**Volunteer Policy Statement**  
**Updated: November 2020**



**Statement of Policy**

The aim of this policy is to communicate the commitment of Air Ambulance NI to the promotion of equality of opportunity in Air Ambulance NI, with specific reference to our volunteer team. This policy is to provide equality to all, irrespective of:

- gender, including gender reassignment
- marital or civil partnership status
- having or not having dependants
- religious belief or political opinion
- race (including colour, nationality, ethnic or national origins, being an Irish Traveller)
- disability
- sexual orientation
- age

We are opposed to all forms of unlawful or unfair discrimination. All job applicants, employees, volunteers and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination. We recognise that the provision of equal opportunities in the workplace is not only good management practice, it also makes sound business sense. Our equal opportunities policy will help all those who work for us to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

**1. Scope of the Policy**

The Equal Opportunities Policy applies to all those who work for (or apply to work for) and volunteer for the company.

**2. Equality Commitments**

We are committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice
- Complying with our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings.

This policy is fully supported by the Board of Air Ambulance NI.

### **3. Implementation**

The Management and Board have specific responsibility for the effective implementation of this policy. Each manager also has responsibilities and we expect all our employees and volunteers to abide by the policy and help create the equality environment which is its objective. In order to implement this policy we shall:

- Communicate the policy to employees, job applicants, volunteers and relevant others (such as contract or agency workers)
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objective of all staff as well as the role descriptions for volunteers
- Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques
- Incorporate equal opportunities notices into general communication practices (eg staff newsletters, intranet)
- Obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with the policy in their dealings with our organisation and our workforce
- Ensure that adequate resources are made available to fulfil the objectives of the policy.

### **4. 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 regularly and action taken as necessary. For example, where monitoring identifies an underrepresentation of a particular group or groups, we shall develop an action plan to address the imbalance.

### **5. Complaints**

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed Grievance Procedures. A copy of these procedures are available from your Manager. All complaints of discrimination will be dealt with seriously, promptly and confidentially. In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal under the following anti-discrimination legislation:

- Sex Discrimination (NI) Order 1976, as amended
- Disability Discrimination Act 1995, as amended
- Race Relations (NI) Order 1997, as amended
- Employment Equality (Sexual Orientation) Regulations (NI) 2003
- Fair Employment and Treatment (NI) Order 1998, as amended
- Employment Equality (Age) Regulations (NI) 2006

Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.