



Prospect Burma  
Education for a Democratic Future

## Equality and Diversity Policy

Whilst this policy is based on UK employment law, for consistency Prospect Burma wishes to apply the same principles across all countries in which staff members work. Local employment law should be checked however, to ensure that this policy complies.

### Policy statement

We believe in the intrinsic dignity of every person. As set out in Prospect Burma's Code of Conduct, we expect all staff, volunteers, partners and consultants to conduct themselves in a manner that preserves the dignity, respect and equality of every individual.

We recognise that in UK law there are characteristics which are specifically protected against discrimination:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity (which includes breastfeeding)
- Race
- Religion or belief
- Sex
- Sexual orientation

These characteristics also apply in relation to incorrect beliefs or perceptions that someone 'has of them' and people are protected against discrimination based on 'association' (e.g. the parent of a disabled child). We also need to be confident that staff (staff is used to describe employees, volunteers and consultants) are treated as we expect them to treat others. Therefore, we will:

- Promote justice and equity by example, behaving in a way that actively demonstrates and supports diversity and equality;
- Treat everyone with dignity and respect, not tolerating bullying or harassment of any kind;
- Attract, deploy, develop and retain the best possible people for the job in question, regardless of their personal background;

Be an inclusive and diverse organisation, which celebrates difference and creates relationships of mutual respect, recognising that we must be proactive to ensure that we all work well together and

build on all our skills whilst ensuring we are accountable for delivering shared outcomes. All staff will be given a copy of this policy as part of their induction.

## Scope

This policy sets out how you can expect to be treated at Prospect Burma as a place of work; it also sets the expected standard of behavior staff, visitors, partners and beneficiaries. Staff are expected to comply with this policy. This includes but is not limited to:

- Behavior that is offensive, abusive, malicious, insulting or intimidating;
- Unjustified criticism on more than one occasion;
- Punishment imposed without reasonable justification;
- Changes in staff duties or responsibilities, which are detrimental, and without reasonable justification.

## Equality

Equality plays a key role in ensuring that everyone reaches their fullest potential, maximising our valuable human resources to ensure we achieve our mission. We will:

- Ensure that the best person is recruited for every role in the organisation based on the required job competencies;
- Ensure that every member of staff has access to development opportunities in line with the learning and development policy;
- Ensure that our reward structures are fair and equitable, and that staff are not unfairly excluded from receiving appropriate pay and benefits;
- Ensure a diverse representation in staffing and management groups.

## Making a complaint

Prospect Burma is committed to the principles in this policy and will take complaints of discrimination and harassment very seriously. They will investigate them thoroughly, and provide opportunities for the person making the complaint to speak in a safe environment about their experience. Where an individual believes that they are experiencing treatment that is not in keeping with this policy or its spirit, they should raise the matter appropriately.

Staff who want to raise a complaint should in the first instance speak with the person supervising them or in the case of consultants, who they report to. If this person is part of the issue, the Trustees should be approached.

This may be done orally or in writing and should include full details and, if possible, supporting evidence. Where possible staff are encouraged to attempt to resolve issues informally.

## Review

This policy will be reviewed every two years.

