

Equal opportunities and non-discrimination policy checklist

Minimum Requirements of an equal opportunities and non-discrimination policy	Checklist
Comply with relevant union and national requirements removing any barriers to employment for all groups identified in that legislation (vulnerable groups)	
Cover all aspects of the volunteer's experience, including:	
Individual standards of behaviours;	
Advertisement of placement;	
Recruitment and selection;	
Training and development;	
Performance management;	
Working conditions including pay and dismissal procedures;	
Clearly state the roles and responsibilities of all staff and volunteers, senior management and leadership teams, human resources departments and any other stakeholders identified by the organisation;	
Regularly monitored and reviewed to remain in accordance with the relevant legislation and being correctly implemented.	

In addition to showing that organisations have an equal opportunities and non-discrimination policy with all the minimum requirements, organisations must also show evidence of how this works in practice in their organisation.

Topic area:	Evidence:
Identification, selection and recruitment procedures, preparation of volunteers, performance management policies and practice	<p><i>Any of the list below:</i></p> <ul style="list-style-type: none"> • Internal rules on recruitment and selection • Sample recruitment advert • Staff guidelines for interviews • Accreditation through another approved scheme (EU or national) that proves this requirement is attained.