



## **EQUALITY AND DIVERSITY POLICY**

### **1. PURPOSE**

This policy sets out Amalipe Center’s approach to equality and diversity. Amalipe Center is committed to promoting equality and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work.

Amalipe Center aims to be an inclusive organisation, committed to providing equal opportunities throughout employment including in the recruitment, training and development of employees, and to pro-actively tackling and eliminating discrimination.

### **2. EQUALITY AND DIVERSITY AT AMALIPE CENTER**

At Amalipe Center we consider that equality means breaking down barriers, eliminating discrimination and ensuring equal opportunities and access for all. We consider diversity to mean celebrating difference and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions which is beneficial not only for the individual but for Amalipe Center too.

We acknowledge that equality and diversity are not interchangeable but interdependent. There can be no equality of opportunity if difference is not valued and harnessed.

### **3. SCOPE**

The rights and obligations set out in this policy apply equally to all employees, whether part time or full time on a substantive or fixed-term contract, and also to associated persons such as contractors and others employed under a contract of service. You have personal responsibility for the application of this policy. As part of your employee induction, you are expected to read and familiarise yourself with this policy, ensure that this policy is properly observed and fully complied with and to complete the declaration below (Page 3).

This policy is also of particular relevance to directors, managers and other employees concerned with recruitment, training and promotion procedures and employment decisions which affect others.

### **4. AMALIPE CENTER’S COMMITMENT**

Every employee is entitled to a working environment that promotes dignity, equality and respect for all. Amalipe Center will not tolerate any acts of unlawful or unfair discrimination



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“АМАЛИПЕ”, В. ТЪРНОВО**

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(including harassment) committed against an employee, contractor, job applicant or visitor because of a protected characteristic:

- sex;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race (including ethnic origin, colour, nationality and national origin);
- disability;
- sexual orientation;
- religion and or belief; and
- age.

Discrimination on the basis of work pattern (part-time working, fixed term contract, flexible working) which is unjustifiable will also not be tolerated.

All employees will be encouraged to develop their skills and fulfil their potential and to take advantage of training, development and progression opportunities in Amalipe Center.

Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability.

No form of intimidation, bullying or harassment will be tolerated. If you believe that you may have suffered discrimination because of any of the above protected characteristics, you should consider the appropriateness and feasibility of attempted informal resolution by discussion in the first instance with your manager or another colleague in a relevant position of seniority.

Employees may also be personally liable for any acts of discrimination prohibited by this policy that they commit, meaning that they can be sued by the victim.

## **5. WHEN DOES THIS POLICY APPLY?**

This policy applies to all conduct in the workplace and also to conduct outside of the workplace that is related to your work (e.g. at meetings, social events and social interactions with colleagues) or which may impact on Amalipe Center's reputation (e.g. the expression of views on social media, contrary to the commitments expressed in this policy, that could be linked to Amalipe Center).

We set out below some specific areas of application:

### **a) Recruitment**



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Selection for employment at Amalipe Center will be on the basis of aptitude and ability. Where possible, Amalipe Center will capture applicants' diversity demographics as part of its recruitment processes to promote the elimination of unlawful discrimination.

**b) Training**

You may also be required to participate in training and development activities from time to time, to encourage the promotion of the principles of this policy.

**c) During employment**

The benefits, terms and conditions of employment and facilities available to Amalipe Center employees will be reviewed on a regular basis to ensure that access is not restricted by unlawful means and to provide appropriate conditions to meet the special needs of disadvantaged or under-represented groups.

**EQUALITY AND DIVERSITY DECLARATION:**

I have read and understood Amalipe Center's Equality and Diversity Policy and agree to work to the expected standards. Regardless of my background and circumstances, I agree to treat all colleagues and visitors with respect and dignity while carrying out the duties and responsibilities of my role at Amalipe Center for Interethnic Dialogue and Tolerance.

Signature.....

Date.....

Name.....

**PLEASE RETURN TO ORGANISATION HUMAN RESOURCES TEAM.**