



Equal Opportunities Policy

V3.1

1. Policy statement

Computer Friendly values the individual contribution of all people, irrespective of sex, age, marital status, disability, sexuality, race, religion, ethnic or national origin. As such we are committed to operating from venues which adopt these principles and endeavour to reflect the diverse community at large.

We will treat everyone at all times and in all respects, be they volunteers or learners, with dignity and respect. We will provide an environment free from unlawful discrimination, victimisation or harassment. Any and all opportunities, be they learning, teaching or volunteer helpers will be available to all.

We will not tolerate acts which breach this policy and all instances, or alleged instances, of such behaviour will be properly investigated and appropriate action, if necessary, will be taken.

2. Scope and purpose

Computer Friendly commits to compliance with the Equality Act 2010. Failure to comply with the law could lead to prosecution.

A summary of the act is available on the Government website:

<https://www.gov.uk/guidance/equality-act-2010-guidance#:~:text=The%20Equality%20Act%202010%20legally,strengthening%20protection%20in%20some%20situations> .

3. Details

Discrimination

We believe that the only acceptable discrimination is on the grounds of merit. Unfair (and often illegal) discrimination arises from people's prejudices, misconceptions and stereotyping. It can be direct, indirect, intentional or unintentional.

Direct Discrimination

Occurs when a person is treated less favourably than others, as a direct result of their sex, race, religion etc., in circumstances which are not materially different.



Indirect Discrimination

Occurs when an unjustifiable condition/policy/requirement is imposed which applies to all, but which fewer people of a particular sex, race, religion etc., can comply.

Discrimination may, in some circumstances, be justified if the reason is both material and substantive.

Harassment/Victimisation

Usually arising from the sex, race or disability of an individual, is any form of behaviour that is unwanted, un-welcomed and un-reciprocated by the recipient, irrespective of the intentions of the perpetrator. It may take the form of jokes, comments, ridicule, physical contact, verbal or non-verbal. Such behaviour may be an isolated incident or persistent. What matters is how it feels to the individual.

Bullying

Bullying is more than a strong, firm or authoritarian style; it is destructive rather than constructive. It is criticism of the individual rather than the issue, it often publicly humiliates and results in the individual feeling threatened or compromised.

What to do about incidents

Everyone has the right to an environment that is free from such behaviour. If you experience or see any such instances they must be brought to the immediate attention of the Volunteer Coordinator or the Chair, who will ensure that any allegations are investigated confidentially and expeditiously.

Making a complaint is a serious matter and will be treated seriously, but do not be put off because you do not want to be seen to be 'making a fuss'. You have a duty to others to raise the issue so that any appropriate action may be taken.

Complaints Procedure

Computer Friendly has a documented complaints procedure available.

4. Responsibilities

The Computer Friendly Board of Trustees has overall responsibility for Equal Opportunities in the organisation.

All trustees and volunteers have a duty to ensure everyone is treated fairly and that if anyone is suspected of Discrimination, Harassment or Bullying that the Volunteer reports such incidents to a Trustee.



5. Procedures, communication and training

Computer Friendly will write Equal Opportunity requirements into procedures for trustees and volunteers.

CF Equal Opportunity policy and procedures will be communicated to trustees and volunteers and those that are relevant to members of the public will be published on the CF web site.

Training for CF Equal Opportunity policy and procedures is not currently available for trustees and volunteers. CF is not an employer.

6. Monitoring

Compliance with this policy and related procedures will be monitored by the Board of Trustees.

7. Policy Owner and Review

This template is owned by the Board of Trustees.

This policy was last approved in December 2025.

The next date of review shall be December 2028.

Document Change History

Date	Author	Reason for change and details
March 2026	John Elvidge	V3.0 to V3.1 Added document change history in line with template. Noted that training for Equal Opportunities is not available.