

## **Ponderosa Volunteer Fire Association, Inc. Anti-Discrimination Policy**

### 1. The PVFA's Commitment

The PVFA is committed to eliminating discrimination and promoting equality and diversity in its own policies, practices and procedures and in those areas in which it has influence. This applies to the PVFA's professional dealings with staff and [partners]/[members]/ [directors], other solicitors, barristers, clients and third parties.

The PVFA intends to treat everyone equally and with same attention, courtesy and respect regardless of his or her disability, gender, marital status, race, racial group, color, ethnic or national origin, nationality, religion or belief or sexual orientation.

### 2. Employment and Training

As an employer (full time, part time and voluntary), the PVFA will treat all employees and job applicants equally and fairly and not discriminate unjustifiably against them.

### 3. Recruitment and Selection

The PVFA recognizes the benefits of having a diverse workforce and will take steps to ensure that:

- a. it endeavors to recruit from the widest pool of qualified candidates possible;
- b. employment opportunities are open and accessible to all on the basis of their individual qualities and personal merit;
- c. selection criteria and processes do not discriminate unjustifiably on the grounds of disability; gender; marital status; race; racial group; color; ethnic or national origin; nationality; religion or belief; or sexual orientation; other than in those instances where the PVFA is exercising permitted positive action;
- d. wherever appropriate and necessary, lawful exemptions (genuine occupational requirements) will be used to recruit suitable staff.

### 4. Conditions of Service

The PVFA will treat all employees/members equally and create a working environment which is free from discrimination and harassment and which respects, where appropriate, the diverse backgrounds and beliefs of employees. Terms and conditions of service for employees will comply with antidiscrimination legislation. The provision of benefits such as: working hours; maternity and other leave arrangements; performance appraisal systems, dress code, and any other conditions of employment will not discriminate against any employee on the grounds of their gender, marital status, race, racial group, color, ethnic or national origin, nationality, religion or belief, or sexual orientation, or unreasonably on the grounds of their disability based on the job description requirements.

Where appropriate and necessary, the PVFA will endeavor to provide appropriate facilities and conditions of service which take into account the specific needs of

employees which arise from their ethnic or cultural background; gender; responsibilities as careers, disability, religion or belief, or sexual orientation.

#### 5. Promotion and Career Development

Promotion within the PVFA will be made without reference to any of the forbidden grounds and will be based solely on merit. All employees will have equal access to training and other career development opportunities appropriate to their experience and abilities.

#### 6. Implementing the Policy

All employees and members of the PVFA are expected to pay due regard to the provisions of its anti-discrimination policy and are responsible for ensuring compliance with it when undertaking their jobs or representing the PVFA.

Acts of discrimination or harassment on any of the forbidden grounds by employees or members of the PVFA will result in disciplinary action. Failure to comply with this policy will be treated in a similar fashion. The policy applies to all who are employed in the PVFA and to all members.

Acts of discrimination or harassment on any of the forbidden grounds by those acting on behalf of the PVFA will lead to appropriate action including termination of services where appropriate.

#### 7. Complaints of Discrimination

The PVFA will treat seriously, and will take action where appropriate concerning, all complaints of discrimination or harassment on any of the forbidden grounds made by employees and members or other third parties.

All complaints will be investigated in accordance with a grievance or complaints procedure and the complainant will be informed of the outcome.

#### 8. Monitoring and review

The policy will be monitored and reviewed on a regular basis.