

Equality, diversity and inclusion policy

The Polish University Abroad (PUNO) is committed to encouraging equality, diversity and inclusion among our volunteers, staff and students, and eliminating unlawful discrimination.

This policy's purpose is to:

1. Provide equality, fairness and respect for all our volunteers, staff and students
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:

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

3. Not to discriminate because of other characteristics such as class, diction or appearance.

4. Oppose and avoid all forms of unlawful discrimination. This includes:

- dealing with grievances and discipline
- dismissal
- requests for flexible volunteering
- selection for volunteering, promotion, training or other developmental opportunities

PUNO commits to:

- a. Encourage equality, diversity and inclusion at PUNO, including making reasonable adjustments in working practices.
- b. Create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all members of the PUNO community are recognised and valued.

This commitment includes making all volunteers and students aware of the equality, diversity and inclusion policy. Responsibilities include volunteers and staff conducting themselves to help the organisation provide equal opportunities in volunteering, and prevent bullying, harassment, victimisation and unlawful

discrimination.

5. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow volunteers, students and the public and any others in the course of the charity's work activities. Complaints, in the first instance, can be addressed to PUNO's Safeguarding Lead and to the relevant head of department.

Such acts will be dealt with as misconduct and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice. Details of the organisation's grievance and disciplinary policies and procedures relating to academic volunteers can be found in the PUNO Statute. (Articles 63-69).

6. Make decisions concerning volunteers and staff based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

7. Review recruitment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

8. On a bi-annual basis, monitor the make-up of the PUNO community regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability as well as class, in order to encourage equality, diversity and inclusion, and to meet the aims and commitments set out in the equality, diversity and inclusion policy.

Recommended by: PUNO Safeguard Lead Katarzyna Karita

Endorsed by: PUNO Senate

Approved and Authorised by: PUNO's Trustees