



## **EQUAL OPPORTUNITIES POLICY**

The Association of Provincial Bursars (APB) is committed to promoting equal opportunities for everyone. It will not discriminate, or accept discriminatory behaviour from its members, staff or Friends against: age, sex, gender, sexuality, gender assignment, disability, marital status, religion, race or ethnicity.

1. APB strives to hold all its events at venues which are accessible to wheelchair users, and have a PA system with a hearing loop. In allocating overnight accommodation for those attending the annual AGM and conference, care is taken to meet participants' accommodation requirements and dietary needs and preferences, as far as this is possible and within its control.
2. APB aims to make every member, friend, the General Secretary and other service providers feel equally welcome and included at all the Association's events and in using the Association's website. Sexist, racist, homophobic, transphobic or otherwise offensive and inflammatory remarks and behaviour are not acceptable. These constitute harassment and have no place in the Association.
3. If any member, Friend, the General Secretary, or other service provider feels that they have been discriminated against or harassed at an Association event or via the Association's website or in the course of corresponding with another party connected with the Association in the context of the Association's business they should raise this with the Executive Committee in accordance with the Association's Complaints Policy and Procedure.
4. This Equal Opportunities Policy will influence and affect every aspect of activities carried out at APB i.e. administration of membership subscriptions, engagement with members and professional bodies and advisors with whom we may work collaboratively, those with whom we have contact in the organisation of events on behalf of APB and other functions linked to APB, as determined by the Executive Committee.



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## **ASSOCIATION OF PROVINCIAL BURSARS**

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The Executive Committee and General Secretary have specific responsibility for the effective implementation of this policy. APB expects all its volunteers, employees, Friends and service providers to abide by this policy and help create the equality environment which is its objective.

### **Recruitment and selection of the General Secretary**

The recruitment and selection process is crucially important to any equal opportunities policy. APB will endeavour, through appropriate training where applicable, to ensure that members making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

- APB will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
- All applicants will receive fair treatment and will be considered solely on their ability to do the job.
- Short-listing and interviewing will be carried out by more than one person.
- Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
- Selection decisions will not be influenced by any perceived prejudices of other members.

The Association of Provincial Bursars will revise and review this policy annually.

Approved at meeting of the Executive Committee of the Association of Provincial Bursars on

**Date adopted:** 21 August 2018

**The Very Revd Br James Boner OFM CAP**

**Last review date:** 29 January 2021

**Next review date:** On or before 29 January 2022