**Equal Opportunities Policy Statement**

Voluntary Action Orkney (VAO) is committed to ensuring that all stages of our recruitment and selection process are fair, inclusive, and accessible to everyone. We value the diversity of our workforce and believe it makes us stronger as an organisation.

All recruitment and selection activities will be carried out without discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or trade union membership, unless a genuine occupational requirement applies in accordance with the law.

We follow the principles of the Equality Act 2010 and aim to ensure that everyone is treated with dignity and respect. We also actively monitor the diversity of our applicants and employees to help us identify and remove barriers, ensuring our policies and practices promote equality of opportunity.

We invite you to complete our equality monitoring form. This is entirely voluntary, and the information will be kept strictly confidential and used only for monitoring purposes. Your responses will not be seen by the recruitment panel and will not affect your application in any way.

If you have any questions about the form, please contact Rosalind Aitken, Depute Chief Executive Officer at hr@vaorkney.org.uk

Please return completed forms to hr@vaorkney.org.uk

### ****Sex and Gender Identity****

**What is your sex?**
[ ]  Female  [ ]  Male  [ ]  Prefer not to say

**Is the gender you identify with the same as your sex registered at birth?**
[ ]  Yes  [ ]  No  [ ]  Prefer not to say

If no, please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### ****Age****

[ ]  16–24 [ ]  25–29 [ ]  30–34 [ ]  35–39

[ ]  40–44 [ ]  45–49 [ ]  50–54 [ ]  55–59

[ ]  60–64 [ ]  65+  [ ]  Prefer not to say

### ****Ethnic Group****

(Choose one option that best describes your ethnic group or background)

**Asian or Asian British**
[ ]  Indian [ ]  Pakistani [ ]  Bangladeshi [ ]  Chinese [ ]  Prefer not to say

Other Asian background: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Black, African, Caribbean or Black British**
[ ]  African [ ]  Caribbean [ ]  Prefer not to say

Other Black background: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mixed or Multiple ethnic groups**
[ ]  White and Black Caribbean [ ]  White and Black African [ ]  White and Asian

[ ]  Prefer not to say

Other Mixed background: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**White**
[ ]  English [ ]  Welsh [ ]  Scottish [ ]  Northern Irish [ ]  Irish

[ ]  British [ ]  Gypsy or Irish Traveller [ ]  Prefer not to say

Other White background: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other ethnic group**
[ ]  Arab [ ]  Prefer not to say

Other ethnic group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### ****Disability or Health Condition****

Do you consider yourself to have a disability or health condition?
[ ]  Yes [ ]  No [ ]  Prefer not to say

If yes, what is the impact of your disability or health condition on your work?

(If you require reasonable adjustments during the recruitment process, please let us know so we can support you.)

### ****Sexual Orientation****

[ ]  Heterosexual [ ]  Gay [ ]  Lesbian [ ]  Bisexual

[ ]  Asexual [ ]  Pansexual [ ]  Undecided [ ]  Prefer not to say

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### ****Religion or Belief****

[ ]  No religion or belief [ ]  Buddhist [ ]  Christian [ ]  Hindu [ ]  Jewish

[ ]  Muslim [ ]  Sikh [ ]  Prefer not to say

Other religion or belief: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### ****Working Pattern****

[ ]  Full-time [ ]  Part-time [ ]  Prefer not to say

### ****Flexible Working Arrangement****

[ ]  None [ ]  Flexi-time [ ]  Staggered hours [ ]  Term-time hours

[ ]  Annualised hours [ ]  Job-share [ ]  Flexible shifts [ ]  Compressed hours

[ ]  Homeworking [ ]  Prefer not to say

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### ****Caring Responsibilities****

(Please tick all that apply)
[ ]  None
[ ]  Primary carer of a child/children (under 18)
[ ]  Primary carer of disabled child/children
[ ]  Primary carer of disabled adult (18 and over)
[ ]  Primary carer of older person
[ ]  Secondary carer (someone else carries out the main caring role)
[ ]  Prefer not to say

**Thank you for helping us monitor and improve our commitment to equality and diversity.**
Please return your completed form to: hr@vaorkney.org.uk