**Edinburgh Peace and Justice Centre**

**Monitoring Equality and Diversity of all Volunteers and Staff**

# We recognise the benefits of a diverse community of volunteers and are committed to being an inclusive organisation where everyone is treated with respect, dignity and where there is equal opportunity for all.

# We are committed to eliminating discrimination from our recruitment and day-to-day volunteering practice. We will take steps to ensure that volunteers are recruited, trained and developed on the basis of ability, the requirement for the role and the need to maintain an effective and efficient service.

# To monitor our effectiveness and to comply with the obligations placed on use under equalities legislation, we collect and analyse the information on the following form.

# All staff and volunteers are requested to complete this form, which will be used for monitoring purposes only and will be stored securely.

## How to fill in the form

Please complete the form by ticking the relevant boxes and by giving as much information as possible. You can choose not to fill in any or all of the sections and whether or not you choose to do so will have no effect on your application to volunteer with us.

## Data Protection

The data you provide is subject to the provisions of the Data Protection Act 1998. By completing this form and returning it to us, whether electronically or by hand, you are giving your permission for us to process the data for equal opportunities monitoring purposes.

This information will be held confidentially and will only be used for the purposes of equal opportunities monitoring. All data will be treated as strictly confidential.

Approved by the Management Committee, March 2017

**Edinburgh Peace and Justice Centre   
Equality and Diversity Monitoring Form for Volunteers & Staff**

|  |  |
| --- | --- |
| Age Please tell us your age in years: | |
| Gender Male \_\_\_ Female \_\_\_ Prefer not to say \_\_\_  Have you ever identified as being transgender? Yes \_\_\_ No \_\_\_ | |
| Disability Note: Under the Equality Act 2010 a disability is described as a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities. | |
| Do you consider yourself to have a disability?  Yes \_\_\_ No = \_\_\_  **If so, please specify type of disability**  Visual impairment \_\_\_  Hearing impairment / deaf \_\_\_  Physical disabilities \_\_\_ | Cognitive learning disabilities \_\_\_  Mental health condition \_\_\_  Other long term / chronic condition \_\_\_  Other (please specify) \_\_\_  Prefer not to say \_\_\_ |
| EthnicityWhite White Scottish \_\_\_  White British \_\_\_  White Irish \_\_\_  White other \_\_\_ Asia, Asian Scottish, Asian British Indian \_\_\_  Pakistani \_\_\_  Bangladeshi \_\_\_  Chinese \_\_\_  Any other Asian background, please write here: | Black, Black Scottish, Black British Caribbean \_\_\_  African \_\_\_  Any other Black background, please write here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mixed Any other mixed background, please write here:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other Other ethnic background, please write here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I choose not to disclose \_\_\_ |
| Religion, religious belief or similar philosophical belief Do you identify with any of the following belief systems?  None \_\_\_  Church of Scotland \_\_\_  Roman Catholic \_\_\_  Other Christian \_\_\_  Buddhist \_\_\_ | Hindu \_\_\_  Muslim \_\_\_  Jewish \_\_\_  Sikh \_\_\_  Other Religion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I choose not to disclose \_\_\_ |
| Sexual Orientation Heterosexual \_\_\_  Gay man / Homosexual Man \_\_\_  Lesbian / Homosexual Woman / Gay Woman \_\_\_  Bisexual \_\_\_  Choose not to disclose \_\_\_ | |
| Comments | |
| I choose not to complete the Form \_\_\_ | Date: |