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| **Policy Name :** | **Trustees/Project Leaders Rights and Responsibilities** |
| Date last reviewed: | N/A |
| Approved by: | Jake Furby (Secretary) on behalf of the committee and members |
| Date: | 27/05/2017 |

**POLICY**

York LGBT Forum is committed to providing a safe, just and learning environment for all its Trustees and Project Leaders. No person may cause or allow to cause conditions which are unfair, without dignity or which violate the human rights of any other officer of the organisation.

**SCOPE**

This policy applies to all of the York LGBT Forum’s workers except volunteers who have their own policy (*See Volunteer Rights and Responsibilities)* .

**LIMITATIONS**

York LGBT Forum Elected Members and Project Leaders may not:

1. Employ people without a written/signed agreement or statement, a position description, means of systematic evaluation and approval from the Forum Members.

2. Violate the terms of the organisation's constitution or any other employment contract.

3. Promise or imply employment that cannot be terminated with reasonable notice; employment will need approval from Forum Members, furthermore one would have to take account of point 1.

4. Employ workers who regularly fail to demonstrate the attitude, knowledge and skills required for their position.

5. Allow personnel to work in an unsafe work environment.

6. Fail to take appropriate, timely action in response to formal or informal allegations of racism, homophobia, transphobia, sexual harassment or any other form of discrimination.

**RIGHTS**

All workers have the right to:

* Know about any risks or dangers in the workplace
* Participate in making the workplace safe
* Refuse unsafe work (Health & Safety at Work etc Act)
* Training to be provided for workers if necessary and approved by other trustees.

Next revision review date: 27/05/2019