

**Equality Policy  
Action Plan Template**



<b>AIMS</b>  What do you want to achieve?	<b>OBJECTIVES</b>  How will you achieve your aim, and by when	<b>TASKS</b>  What specific tasks need to be completed to meet the objective?	<b>TIMESCALES</b>  When will you complete the task by?	<b>MEASUREMENTS</b>  How will you know you have achieved the objective?	<b>RESOURCES</b>  What do you need to complete the task (e.g. budget)?	<b>RESPONSIBILITY</b>  Who is responsible for the completion of this objective?
<b>EXAMPLE</b>						
This organisation aims to challenge harassment and bullying	To implement an harassment and bullying policy by October 2004	Carry out induction for all staff and management on new harassment and bullying procedures	By June 2004	All workers and management will have received training and feedback will have been assessed	Budget for training, printing costs etc	Worker responsible for equality issues