

EQUALITIES POLICY

1.0 Introduction:

1.1 (Name of Organisation) ((NAME OF ORGANISATION)) exists to provide overall strategic planning for the voluntary sector in Flintshire, delivering a range of services to voluntary groups, organisations and individuals, supporting and furthering voluntary causes and championing third sector needs, issues and diversity.

1.2 This Equal Opportunities Policy applies to (NAME OF ORGANISATION)'s governance, service delivery, employment and volunteering practices to ensure that all employees, prospective employees, trustees and volunteers within the context of (NAME OF ORGANISATION) are treated equally. It recognises those with protected characteristics identified in the Equality Act (2010):

- Religion or belief,
- Sex,
- Sexual orientation,
- Gender reassignment,
- Marriage and civil partnership,
- Age,
- Disability,
- Race,
- Pregnancy and maternity

1.3 Contractors and organisations that we work in partnership with are also expected to abide by the policy.

1.4 (NAME OF ORGANISATION) fully supports the need for systematic and objective appraisal of practices to ensure that its Equalities Policy and associated procedures are rigorously applied.

2.0 Definitions:

2.1 We define equality as:

- The removal of direct discrimination – ensuring that people are not treated less favourably on the grounds of the protected characteristics noted in Section 1.2 of this policy.
- The removal of indirect discrimination – ensuring requirements or conditions do not unfairly or unjustifiably limit access to services, jobs or volunteering opportunities.
- Equal rights – increasing access to services, volunteering or job opportunities by having policies and practices which take account of diverse needs.
- Positive action – action which targets groups which are under-represented within our customers, work force or volunteers. The aim is to increase under-represented groups' access to (NAME OF ORGANISATION).

2.2 Equality is one of (NAME OF ORGANISATION)'s core values. As such it forms part of the framework within which other policies, procedures and practices within (NAME OF ORGANISATION) are developed and implemented.

3.0 Implementation of the Policy:

3.1 This policy will be applied as a matter of routine within our overall planning and day-to-day operations. The Chief Officer of (NAME OF ORGANISATION) is responsible for this application, reporting to the Board of Trustees, in respect of policy application, effectiveness and outcomes. Regular monitoring of this application will take place.

3.2 The Management will publish, train and support staff and/or volunteers in the application and monitoring of this policy.

3.3 Any new relevant legislation will be inclusive within the framework of this policy.

4.0 Training, Development & Support:

(NAME OF ORGANISATION) will: -

4.1 Make all staff and volunteers aware of the responsibilities for implementing the Equalities Policy.

4.2 Provide training and support in equality issues.

4.3 Ensure that this training and support is equally available to all.

4.4 Ensure that provision is made to train, update skills and impart information about new developments in the equalities field to people returning to work or volunteering (such as after maternity or sabbatical leave).

4.5 To endeavour to provide career guidance and development to all employees and volunteers.

5.0 The Working Environment:

(NAME OF ORGANISATION) will:-

5.1 Seek to create an environment in which all employees and volunteers feel comfortable regardless of any characteristics listed in section 1.2 above.

5.2 Endeavour to provide an environment which actively expresses its equalities ethos by displaying information in languages of choice and formats such as Welsh, Braille and recorded media.

5.3 Seek to provide access for all employees and volunteers by providing adequate toilet facilities, lifts, ramps and other relevant equipment to enable people fully participate.

6.0 Materials & Publicity:

(NAME OF ORGANISATION) will: -

- 6.1 Ensure that all materials originating from (NAME OF ORGANISATION) are non-discriminatory in content and reflect good equalities practice.
- 6.2 Ensure that all advertisements for salary jobs or voluntary roles reflect (NAME OF ORGANISATION)'s stance on equalities and bear a statement to that effect.

7.0 Harassment:

- 7.1 (NAME OF ORGANISATION) deplores all forms of harassment, discrimination or bullying and seeks to ensure a working environment in which there are harmonious, respectful and dignified working relations between all employees and volunteers.
- 7.2 (NAME OF ORGANISATION) will take disciplinary action against any member of staff or volunteer found to be behaving in a manner which constitutes harassment or discrimination in contravention of our Equalities Policy.
- 7.3 An employee or volunteer may also be liable to criminal proceedings if it is proven that they have intentionally harassed another individual under The Equality Act of 2010.
- 7.4 (NAME OF ORGANISATION) will not tolerate any form of hate crime such as incidents of racial harassment, domestic violence and homophobic crime and where an occurrence does take place will take appropriate action which includes notification to North Wales Police.

8.0 Recruitment and Selection:

- 8.1 (NAME OF ORGANISATION) will ensure that the policy is circulated to any agencies responsible for recruitment and a copy of the policy will be made available for all prospective trustees, volunteers and employees.
- 8.2 Recruitment and selection procedures/processes are regularly reviewed to ensure that no individual is put at a disadvantage either directly or indirectly.
- 8.3 Job/role requirements are regularly reviewed to ensure that they do not discriminate directly or indirectly against the employment of any individual.
- 8.4 (NAME OF ORGANISATION) will ensure that those who are involved with recruitment, interviewing and selection are fully supported in their understanding of equality issues and this policy.
- 8.5 All posts (whether paid or voluntary) shall be advertised in a way which positively encourages applications from the maximum number of individuals, from the widest range of backgrounds, by avoiding all jargon and using appropriate media.

8.6 Interview questions will be related to the requirements of the role and will not be of a discriminatory nature.

8.7 (NAME OF ORGANISATION) will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

9.0 Provisions for Domestic Circumstances:

(NAME OF ORGANISATION) will take all possible action to ensure that staff, trustees and volunteers are not disadvantaged in their participation in (NAME OF ORGANISATION) activities due to domestic responsibilities. This could be through a variety of means, including (but not exclusively):

9.1 Organising meetings and activities that enable families to take part

9.2 Being mindful of how start and finish times might unfairly prohibit certain groups or people from attending

9.3 Carers responsibilities

9.4 Providing paid or unpaid leave to employees who have carers responsibility, or who are pregnant or adopt a child

10.0 Disciplinary and Grievance Procedures:

10.1 All employees and volunteers have full recourse to (NAME OF ORGANISATION)'s normal disciplinary and grievances procedures

10.2 In matters of discipline (NAME OF ORGANISATION) will take into account any communication or understanding of policy or procedure experienced by employees or volunteers.

10.3 All employees and volunteers shall be liable to normal disciplinary procedures if they discriminate or apply disadvantage against any member of staff, volunteer or service user.

11.0 Monitoring and Evaluation:

11.0 (NAME OF ORGANISATION) will consult fully with employees, volunteers, their representatives and any recognised Trade Unions to ensure that its policies and practices reflect the true needs of individuals who experience discrimination and disadvantage. We recognise that an Equalities Policy on its own is insufficient to ensure real equality of opportunity.

11.1 To achieve its aims (NAME OF ORGANISATION) will monitor, evaluate, train and review in order to take positive action to make the policy fully effective.

11.2 (NAME OF ORGANISATION) recognises that proper assessment of the effectiveness of this policy will only be achieved by regular review and analysis which is to be

undertaken on an annual basis.

11.3 To aid this process, a monitoring system is maintained with regard to the protected characteristics named in section 1.2 of all those applying for, short listed for and appointed to the staff (or in a voluntary capacity) within (NAME OF ORGANISATION).

11.4 Monitoring may involve: -

- The selection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees.
- The examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicant.
- Recording recruitment, training and promotional records of all employees, the decisions reached and the reasons for those decisions.

12.0 Complaints/whistleblowing.

12.1 (NAME OF ORGANISATION) will take seriously, and will deal with, all complaints of discrimination or disadvantage. Anyone who makes a complaint or who gives evidence will not be victimised, treated less favourably than employees, trustees, volunteers or contracted individuals or groups, or otherwise treated as if they are over-sensitive about discrimination and disadvantage.

12.2 (NAME OF ORGANISATION) is committed to developing a separate whistle blowing policy.

13.0 Validity:

This Equalities Policy has been accepted and adopted by the Board of Trustees of (Name of Organisation) at a meeting held on (Date)