

Equal Opportunities Policy

The Charity condemns any kind of discrimination or victimisation on the basis of a protected characteristic or association with a person who has a protected characteristic. Protected characteristics are sex, sexual orientation, marriage and civil partnership status, age, disability, pregnancy and maternity, gender reassignment, religion or belief, race, creed, colour, ethnic and national origins. Any person found to be discriminating directly or indirectly or victimising any employee, associate, contractor, customer or member of the public, will be subject to disciplinary action up to and including dismissal. The policy will be implemented in accordance with the appropriate statutory legislation in conjunction with Codes of Practice and guidance from the Equality and Human Rights Commission. We will maintain a neutral working environment in which no employee or worker should feel under threat or intimidated.

Recruitment and selection

Job descriptions shall be drafted so to include only those requirements strictly relevant to the job. Recruitment advertisements shall be placed so as to attract the widest possible response. Where the applicant must be in possession of an occupational/professional qualification or relevant abilities/experience, this shall be clearly stated. All applicants shall receive fair treatment and be selected for interview solely on the basis of their possession of the relevant abilities and/or experience and/or qualifications. Successful interviewees shall be selected for employment based solely on their possession of the professional attributes necessary for the position concerned.

Promotion and training

Promotions will be awarded solely on merit. Opportunities for training which are normally linked to skills and qualifications related to business needs, shall be available to all staff.

Grievance procedures

The Grievance Procedure as set out in this handbook shall apply equally to all employees. Senior management will pay particular attention to grievances which may result from discrimination or victimisation and it shall be their responsibility to ensure all staff comply with the requirements of this policy.

Monitoring

Senior management take responsibility for reviewing and monitoring employment records to ensure adherence to this policy. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

Communication

The Charity has an open-door policy and all feedback is welcome in respect of both this policy and any other policy or practice within the business.

Should you believe you have been subjected to any act of discrimination at work you are strongly encouraged to raise the issue under the Charity's Grievance Procedure.