

10 June 2015



THE ALICE CROSS CENTRE

EQUAL OPPORTUNITIES POLICY & GLOSSARY

Version 2

Equal Opportunities Policy

The Alice Cross Community Centre recognise that everyone has a contribution to make to and a right to equal opportunity.

No job applicant or employee, user, volunteer, organisation or individual to which we provide services will be discriminated against by us on the grounds of:

- Gender
- Race / Ethnicity
- Disability;
- Sexual orientation;
- Religion or Belief;
- Age.

See Appendix 1

We aim to promote equal opportunities, eliminate discrimination and harassment through the following:

- Opposing all forms of unlawful and unfair discrimination.
- All employees (whether part-time, full-time or temporary), volunteers, users, and beneficiaries will be treated fairly and with respect.
- Membership will be open to all.
- All vacancies will be advertised internally and externally simultaneously and will include a copy of this policy.
- Staff and volunteer appointments will be monitored to ensure no discrimination is occurring up to the point of selection.
- All employees/volunteers/members will be helped and encouraged to develop their full potential and the talents and resources of individuals will be utilised to enhance the efficiency of the organisation.
- All employees/volunteers/users have a legal and moral obligation not to discriminate and to report incidents of discrimination against any individual or group of individuals to the manager.

Our Commitment:

- To create an environment in which individual differences and the contributions of all our staff, volunteers, users and beneficiaries are recognised and valued.
- Every employee, volunteer, user and beneficiary is entitled to be part of an environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available as appropriate.
- Breaches of our Equality Policy will be regarded as misconduct and could lead to disciplinary proceedings or user/volunteer disqualification.
- This policy will be reviewed regularly and is available to all employees and volunteers.

Adopted by Trustees on

Signed
Chairperson of Trustees

Appendix 1 Glossary of terms pertinent to Equal Opportunities Policy

Age Under age discrimination laws, any attempt to unreasonably disadvantage any section of society on the basis of age is unlawful. This can include using “indirectly discriminatory” language in recruitment adverts etc, such as “experienced”; “ideal for new graduate” etc.

Belief The religious faith *or the absence of faith / religion* (e.g. atheist, humanist, agnostic.)

Bisexual Individuals who are emotionally, physically and / or sexually attracted to males/men and females/women. This attraction is not necessarily equally split between genders, and there may be a preference for one over the other.

BME Black and minority ethnic. This has become a popular collective term for populations within a community that are from ethnic or national backgrounds other than the predominant “white British” population.

Direct Discrimination Treating an individual less favourably than another in the same circumstances because of their race, colour, nationality or ethnic origin; their gender or gender identity; sexuality; marital status; age; physical health, HIV status or disability; learning difficulty, learning disability or mental health; caring responsibility; political views or affiliations; religious faith or belief; class or financial status; or unrelated criminal convictions.

Disability A disabled person is described in the Disability Discrimination Act (1995) as one who has a physical or mental impairment which has a substantial and long-term effect on his or her ability to carry out normal day-to-day activities. The fair and reasonable treatment of people with a disability is covered by law.

Diversity Diversity is about recognising, valuing and taking account of people’s different backgrounds, knowledge, skills and experiences, and encouraging and using those differences to create a productive and effective workforce.

Ethnicity A strict definition of an ethnic group is a group of people regarded as a distinct community by virtue of certain essential characteristics – a shared history and cultural identity which distinguishes it from other groups. Gypsies, Sikhs, Kurds and Jews are examples. However, it has come to have a broader meaning and the expression “ethnic monitoring” is used in reference to groups defined by colour, race or national origin as well.

“Four-Fifths” Rule A widely-used rule of thumb to assess the difference in recruitment rates between groups, e.g. between men and women or white British and non-white British people, is known as the ‘four-fifths rule’. The four-fifths rule suggests that if any group is less than four-fifths of the rate of the group with the higher or highest success rate, it may indicate bias.

OGay Term used originally in some cultural settings to represent men / males who are attracted to males in a romantic, erotic and/or emotional sense, however is now widely used to describe people of all sexes that are attracted to their own gender. It is important to remember though that not everyone who engages in “homosexual behaviour” will identify as “gay”, and as such this label should be used with caution. (See Bisexual, MSM and WSW)

Gender The word “gender” is often used in place of the word “sex” in equality issues. “Gender” does not appear in legislative language (except for “gender reassignment” – see below) but “sex discrimination” and “gender discrimination” are generally interchangeable. Broadly speaking, “sex” has been determined physiologically, while “gender” allows for consideration of psychological and social factors in determining identity as well as the physiological.

Gender Reassignment Gender reassignment is a process undertaken under medical supervision for the purpose of reassigning a person’s sex by changing physiological or other characteristics of their sex.

The Sex Discrimination Act was extended in 1999 to make it unlawful to discriminate in employment on the grounds of an employee intending to, undergoing, or having undergone gender reassignment.

Genuine Occupational Requirements The Sex Discrimination Act, the Race Relations Act, the Religion or Belief Regulations, and the Sexual Orientation Regulations allow for circumstances where a person's sex, racial group, religion or belief, or their sexual orientation is a legitimate requirement for a particular job.

Harassment Behaviour which is unwelcome or unacceptable and which results in the creation of a stressful or intimidating environment for the victim amounts to harassment. It can consist of verbal abuse, racist / sexist / homophobic jokes, insensitive comments, leering, physical contact, unwanted sexual advances, ridicule, or behaviour which isolates an individual or group.

Indirect Discrimination Applying a condition or requirement to an activity which will disadvantage or restrict access for particular groups more than others without justification. Indirect Discrimination may include *Institutional Discrimination*: when routine working practices, policies or procedures in effect marginalise or disadvantage certain groups over others.

Intersexed Person An individual who displays the sexual characteristics of both male and female. This usually includes external physiological characteristics but can also include hormonal and chromosomal differences from the expected two patterns.

Learning Difficulty Any diagnosed disorder or condition which may hamper an individual's efforts to learn or train. This condition may not necessarily affect IQ, but may impact the process through which the individual learns. Examples include dyslexia, autistic spectrum disorders etc.

Learning Disability A diagnosed disorder, condition or brain injury which leaves the individual with a measured IQ of 70 or less.

Lesbian Term used to represent females / women who are attracted to females / women in a romantic, erotic and/or emotional sense. It is important to remember though that not everyone who engages in "homosexual behaviour" will identify as "gay", and as such this label should be used with caution. (See Bisexual, MSM and WSW)

MSM Men who have sex with men. They may or may not identify as "gay" or "bisexual".

Quotas The practice of selection of individuals for a position on the basis of (usually) race or gender in order to achieve a fixed proportion of a cohort from that gender / race. This practice is illegal.

Race A race is a distinct population of [humans](#) distinguished in some way from other humans. The most widely observed races are those based on skin colour, facial features, ancestry, [genetics](#), and national origin. Conceptions of race, as well as specific racial groupings, are often [controversial](#) due to their [political](#) and [sociological](#) uses and implications.

Religion A sincerely held faith or belief. Though there is no particular list of religions or beliefs that are included in UK legislation, most major world religions and minority belief systems are recognised implicitly. (See also "Belief")

Adopted by Trustees on Signed

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Chairperson of Trustees