

The Alice Cross Community Centre

**EQUAL OPPORTUNITIES POLICY & GLOSSARY**

Version 2.1

May 2019

**Policy Revisions Record**

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**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.

• Attendance 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 in the process of selection or thereafter.

• 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.

Signed on and behalf of  Board of Trustees

Name Sue Halfyard Date 14 May 2019

**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.)

**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 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.

**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.

Signed on and behalf of  Board of Trustees

Name Sue Halfyard Date 14 May 2019