

Small Groups Equal Opportunities Policy

1. GENERAL POLICY STATEMENT:

(Name of Group) is committed to promoting equality of opportunity and is working towards the elimination of all forms of direct and indirect discrimination in its employment/volunteer practices and procedures, its management structures and practices, and in the service it provides to all individuals or groups. The Management Committee will be responsible for this Equal Opportunity Policy and its monitoring and implementation.

2. DEFINITIONS OF DIRECT AND INDIRECT DISCRIMINATION AND VICTIMISATION

- Direct discrimination - this is defined as treating a person or group less favourably than another on the grounds of that person's or groups race, colour, ethnic origin, nationality, sex, marital status, sexual orientation, disability, creed, trade union activities, political beliefs, age, class or caring responsibilities.
- Indirect discrimination - not telling the person or group directly that they cannot take part but putting in place restrictions intentionally or unintentionally that stop that person or group from taking part.
- Victimisation - treating a person or group badly because of personal feelings.

3. AIMS OF POLICY

In employment (Name of group) will seek to ensure:-

- That no job applicant, employee or volunteer, receives less favourable treatment on the ground of race, colour, ethnic origin, nationality, sex, marital status, sexual orientation, disability, creed, trade union activities, political beliefs, age, class or caring responsibilities.
- That no applicant, employee, or volunteer is placed at a disadvantage by requirements or conditions which have a disproportionately adverse effect because of his/her race, colour, ethnic origin, nationality, sex, marital status, sexual orientation, disability, creed, trade union activities, political beliefs, age class or caring responsibilities.
- That where appropriate and where permissible under current legislation, positive action will be taken in providing training and /or encouragement to employees and volunteers of under-represented groups to achieve equal opportunity within the organisation.
- That selection criteria and procedures are reviewed periodically to ensure that individuals are selected and treated on the basis of their individual merits and relevant abilities, which are appropriate to the job.
- That all job adverts and information about working as a volunteer at (Name of group) will be distributed widely to all sections of the community within the benefit area.
- That all employees and volunteers will without discrimination be given equal opportunities to develop their skill, knowledge and expertise and where appropriate special support or training will be afforded to workers or volunteers, who lack essential skills required for the effective operation of the group.
- That all employees, volunteers and members of the Management Committee fully recognise their legal obligation under the 1976 Race Relations Act: The 1944 Disabled Person (Employment) Act and the 1970 Equal Pay Act and subsequent legislation relating

to these Acts including the Race Relations Amendment Act 2000 and the Disability Discrimination Act 2004.

- That all staff, volunteers and members of the Management Committee involved in recruitment and selection receive appropriate and on-going training relating to this area.

4. IN THE AREA OF POLICY DEVELOPMENT (Name of group) will seek to ensure:-

- That it will provide statistical information about clients and users of the group through developing an effective monitoring procedure. Action will be taken to remedy any shortcomings.
- That groups not yet represented will be specifically targeted, to encourage user participation.
- That equal opportunities will be afforded to all clients, users, and members of the community, who it comes into contact with.
- That equal opportunities will permeate all aspects of its work and in its dealings with other statutory, voluntary and private organisations.
- That (name of group) aims to actively encourage the views of groups, which experience discrimination in order to improve our service delivery. This will cover all aspects of our service including: management practice, recruitment, employment, volunteer involvement, training and development, publicity/publications and access to resources.
- That (name of group) will aim to make its buildings and meeting venues accessible to people with disabilities (including sensory impairment and learning difficulties).
- That (name of group) will make every effort to take account of the needs of people and groups on low incomes using our services.
- That appropriate and reasonable arrangements will be made to meet the needs of users which reflect the needs of different linguistic and cultural groups.
- That it creates a welcoming environment that respects and celebrates the rich diversity of our communities to all clients and user groups targeted.

5. THE MANAGEMENT COMMITTEE WILL SEEK TO ENSURE:

- That action plans will be devised and implemented to increase the representation of minority groups and those who face disadvantage onto the Management Committee and to the groups general membership.
- The establishment and encouragement of effective procedures to deal with complaints and identify needs and priorities as perceived by those individuals/groups who suffer discrimination and/or who are disadvantaged and openly enable and encourage discussion and reporting of these issues.
- That no member of staff, volunteer, Management Committee member or participants suffer discrimination, harassment or victimisation.
- That all staff, volunteers and Management Committee members through training or otherwise, develop a good understanding of equal opportunities and the reasons for and the effects of the different forms of discrimination that exist amongst and between different groups.
- That it monitors and reviews the composition of its Management Committee on a regular basis with the aim of promoting broad-based representation.



- That is distributes and publicises its policy statement for the benefit of its users and elsewhere, as is from time to time appropriate.

6. RESPONSIBILITY FOR IMPLEMENTING THE POLICY

All employees and/or volunteers have a responsibility to accept their personal involvement in the practical application of this policy, but specific responsibility falls upon the Management Committee, in ensuring that the equal opportunities policy is fully implemented and developed.

7. REVIEW

(Name of group) will monitor, review and evaluate the effectiveness of this policy, upon the request of the Management Committee and anyway on an annual basis.