

Honor Oak Community Centre Association

Equality & Diversity Policy

Statement of commitment: "The Honor Oak Community Centre Association (hereafter referred to as the Association) is committed to providing services which embrace diversity and which promote equality of opportunity. As an employer we are committed to equality and valuing diversity within our workforce. Our goal is to embed these commitments in our daily working practices with all our clients, colleagues, partners and the wider community."

General Statement of Policy

1 It is the Association's policy that no staff member, client or partner will receive less favourable treatment or be disadvantaged by requirements that cannot be justified.

1.1 The Association recognises that people are discriminated against and will endeavour to ensure we will not unreasonably exclude any individual from access to activities, facilities or services or employment opportunities on offer.

Policy Aims

2 We will provide equality of opportunity and will not tolerate discrimination on grounds of gender, age, race, cultural identity, disability, sexual orientation, existential belief, marital status or caring responsibilities.

3 Every person working for the Association or using our facilities has a personal responsibility for promoting these principles with clients, each other and with partners. Inappropriate behaviour will not be acceptable.

4 We will measure and report on the effectiveness of our service delivery and employee policies and processes in relation to these principles, by consolidating performance monitoring requirements into policy and service development. This information will be used to inform future policy and to enhance business processes.

5 Recruitment practice and procedures shall be as open and as barrier-free as possible

5.1 Application forms and other supporting material shall be free of personal questions or requests for information from which inferences could be drawn as to the status of an individual that are irrelevant to the job description.

5.2 All vacancies shall be advertised internally in the first instance; if no internal candidate is appointed the post shall be advertised externally.

5.3 All recruitment material and processes, including advertisements, will be available, or be offered, in a variety of media that reflects the basic requirements of the post. Use shall be made of local media, job centres and careers offices.

5.4 Potential applicants shall be given clear and accurate information about posts through a job description and person specification that includes only requirements that are necessary and justifiable for the effective performance for the job.

5.5 All recruitment advertisements shall draw attention to our Equality and Diversity Policy, and that any applicant for a post who wishes to declare that they have a disability and who satisfies the job description and person specification will be offered an interview.

5.6 Selection criteria shall be kept under review to ensure that they are justifiable for the effective execution of the job.

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6 We will demonstrate our commitment by:

6.1 promoting equality of opportunity and diversity within the communities in which we work and with all our partners and workforce;

6.2 aiming to build a workforce which reflects our customer base, within the diverse communities in which we work, with the aim of having parity of representation;

6.3 encouraging recruitment from those groups currently under-represented;

6.4 treating our clients, colleagues and partners fairly and with consideration;

6.5 promoting an environment free from discrimination, bullying and harassment, while tackling behaviour which breaches this;

6.6 recognising and valuing the differences that people make;

6.7 providing support and encouragement to staff to develop their careers and increase their contribution to the organisation through the enhancement of their skills;

6.8 incorporating best practice in all our service delivery, employee policies and procedures, then supporting these with appropriate training and guidance.

7 The management committee will specifically reflect on the application of this Equality & Diversity Policy when compiling their annual report to the community which it serves.

Signed (Trustee):			
Print name		Date:	
Signed (Trustee):			
Print name		Date:	

Date for review: **March 2018**