



**St Francis**  
**Employability**

job search  
volunteering  
skills  
support

## Equal Opportunities Policy 2023

Last reviewed: August 2023

Next Review: August 2024

Signed (Chair of trustees):

## **Aim**

The aim of this policy is to communicate the St Francis Employability CIO commitment to the promotion of equality of opportunity and meets the requirements of the Equality Act 2010. This Act replaced all previous equality legislation such as the Race Relations Act, the Disability Discrimination Act and the Sex Discrimination Act. The policy will be applied to all staff, clients and learners, as well as any volunteers working in the setting.

## **Access**

St Francis Employability CIO employees, learners, clients and volunteers are made aware of the existence of this policy and where it can be accessed.

This policy is reviewed annually.

## **Policy Statement**

It is our policy to provide employment and volunteering, learning and support equally to all, irrespective of:

- Gender, marital or family status
- Gender reassignment
- Religious belief or political opinion – although there are certain roles which have a faith requirement attached to them – this will be clear from the outset.
- Age
- Disability
- Race or ethnic origin
- Nationality
- Sexual orientation

In addition, there will be no discrimination against:

- pregnant females or new mothers
- staff, learners, clients or volunteers undergoing gender re-assignment
- learners due to the behaviour of their parents and/or siblings
- persons with Mental Health concerns

When recruiting staff, health related questions will not be asked until after a job offer is made, and then, only if it is necessary for the role.

We may decide to use the 'Positive Action' clause of the Equality Act 2010, which allows for the setting up of courses specifically for a certain group, such as Afro-Caribbean boys or Afghan Women. (Previously, this could have been considered discriminatory.)

We are opposed to all forms of unlawful and unfair discrimination. All full-time and part-time employees and job applicants (actual or potential) will be treated fairly and selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability.

We recognise that provision of equal opportunities in the workplace is not only good management practice, but it also makes sound business sense. Our equal opportunities policy will help all employees and volunteers to develop their full potential and the talents and resources of the workplace will be fully utilised to maximise the efficiency of the organisation.

Breach of our equal opportunities policy and practice will be regarded as misconduct and could lead to disciplinary proceedings.

## **1. Implementation**

The Trustees have specific responsibility for the effective implementation of this policy. Each Manager and supervisor also have responsibilities and we expect all of our employees and volunteers to abide by the policy and help create an environment where equality of opportunity is fostered.

In order to implement this policy, we will ensure that:

- The policy is communicated to all employees or potential employees and volunteers through induction training, management training, team briefings, display on notice boards/ staff handbook
- Managers and supervisors are aware of their responsibilities through appropriate and regular training.
- Appropriate training and guidance will be provided, including training on induction and management courses, in particular, all those involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory recruitment and selection techniques.
- Consultation will take place with employee and volunteer representatives on the implementation of this policy and any amendments to practice.
- An information system will be established to assist the effective implementation of this policy and guidelines will be drafted for assessing the provision of equality of opportunity.
- Adequate resources are made available to fulfil the aims of this policy.

## **2. Affirmative Action**

Where appropriate, lawful positive measures such as special encouragement in advertisements or special training will be developed. These measures are available to us in certain circumstances, for example where there is an under-representation of a particular group in specific areas of work or volunteering.

## **3. Monitoring and Review**

The provision of equality of opportunity between women and men and different age groups will be monitored through the collection and analyses of statistical data on the sex, marital status, age and family status of all full-time employees and job applicants. We will also monitor our workforce and volunteer composition and undertake periodic reviews as required by equality legislation.

Progress on the implementation of this policy and any equal opportunities and affirmative/positive action programmes will be reviewed annually in consultation with employee and volunteer representatives.

#### **4. Complaints**

Employees and volunteers who believe they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures (Grievance and Disciplinary Procedures). All complaints of discrimination will be dealt with seriously, promptly and confidentially.