

EQUAL OPPORTUNITIES & DIVERSITY POLICY

All Saints

Equal Opportunities and Diversity Policy

This policy covers all staff and volunteers in All Saints Community Development Company, All Saints Centre Company, All Saints Trading and All Saints Parish Church (All Saints) All Saints is committed to equal opportunities and diversity both in employment and in service delivery and will work within current legislation.

Employees have a responsibility to promote equal opportunities in their role and follow the policy. If you don't understand your responsibilities under equal opportunities you should inform your supervisor.

Policy Aims

The aim of this policy is to ensure equal opportunities for all irrespective of age, class, employment status, ethnic or national origins, marital status, race, religious and political beliefs, responsibilities for children or dependants, sex, sexual orientation, culture, HIV/AIDS status, health and disability (mental and physical), personal circumstances or unrelated criminal convictions.

All Saints recognizes that we live in a diverse society and community and that this diversity should be reflected in employees, volunteers and users of All Saints.

All Saints believes that each individual brings value to the organisation, the delivery of services and to each other.

Policy Statements

All Saints is committed to ensuring that it provides equal opportunities in all areas of its activities. We fully support and will ensure compliance with all relevant legislation.

- All Saints will not tolerate discrimination against, or harassment of, anyone and including people belonging to the above groups. All Saints recognises that discrimination against people from the above groups is prevalent throughout society. All Saints also recognises that discrimination operates through a number of commonly held assumptions and prejudices which are rooted in the history of our culture and society and can be reinforced by its laws, rules and customs.
- All Saints recognises that ending discrimination will require more than a commitment to remove discrimination, it means taking positive action to redress the inequalities caused by past discrimination.
- All Saints does not permit the display of posters or other similar material, or the circulation of literature in any format, or deliberate articulations which may give offence or cause apprehension amongst particular groups or employees e.g. slogans or songs. Any attempt to display such will be regarded as serious misconduct and will result in disciplinary action.

1. Staff, Volunteers and Users

All Saints aims to provide a working and volunteering environment in which all persons feel equally valued.

- All Saints recognises that in planning and implementing an event, activity or training, it should where practicable take action to ensure equal access in line with this policy.
- All Saints will from time to time facilitate events for under represented groups and individuals with a view to encouraging their participation and, where appropriate, integration in the wider programmes in the long term.
- All Saints will work to achieve a diverse user group and workforce whose composition reflects that of the wider community.
- All Saints will strive to ensure that all its events, activities, and training attract people from all sectors of the community and that the activities, wherever possible, do not discriminate against any group or groups.
- All Saints will work to ensure that in order to attract people from the wider community, appropriate media resources are used.
- All Saints recognises the importance of showing positive images of all types of people actively involved in its activities in all its publicity material.

3. Employment

All Saints is striving to be an equal opportunities employer.

- All Saints has established policies and procedures designed to promote equality of opportunity within the communities in which it operates. These will be periodically reviewed to ensure that individuals continue to be selected, promoted or treated solely on the basis of merit and in accordance with the requirements of the job and the individual's suitability to fill it.
- All Saints will ensure that no job applicant or employee receives less favourable treatment than another on the grounds outlined in the policy aim.
- All Saints will ensure that no applicant or employee is placed at a disadvantage by indirect discrimination.
- All procedures and practices relating to the recruitment and selection of staff will be subject to the principles laid down in this equal opportunities policy.
- All employees have equal rights to training to support their role and to apply to other relevant jobs or promotion at All Saints.

4. Monitoring

All Saints will monitor its employees, volunteers and users to ensure it is attracting across the community.

5. Training and Development for Equal Opportunities

All Saints recognises that discrimination and prejudice will not end as a result of this document. Equal opportunities training is an important part of strategies to change behaviour and procedures.

- All Saints will inform all staff, volunteers and users of the principles of equal opportunities, in order that they may learn why an equal opportunities policy is necessary and what it is intended to achieve.
- All Saints will work to raise awareness of equal opportunities issues and encourage involvement in All Saints activities to be more sensitive to the needs of others. This policy will be publicised throughout All Saints and elsewhere as appropriate.
- Equal opportunities training will be part of the development and training programme of All Saint's staff, volunteers, Board Members and other key participants.

Monitoring the Equal Opportunities Policy

This equal opportunities document is not a static document. It is essential that it is monitored, reviewed and modified as necessary.

The staff will actively monitor, review and make recommendations to the Board at least every other year.

Grievances and Discipline

All Saints will ensure that any staff member who feels that they are being treated unfairly and contrary to the principles of the equal opportunities policy will have their cases heard under the agreed grievance procedure.

Any staff member found in contravention of this policy will be dealt with under the appropriate disciplinary procedure and may be subject to disciplinary action.

Responsibilities

The All Saints Boards fully support this policy. Responsibility for establishing and implementing the policy falls to the Directors, but all employees have a responsibility to comply with this policy to ensure equality for all. Managers are responsible for taking all reasonable steps to prevent discrimination and/or harassment at work, and will take appropriate action if it occurs.