



Kingsclere Community Association

Equal Opportunities Policy and Procedures

Policy and Procedure adopted by on: November 2017

Policy and Procedure Review date: November 2020

Kingsclere Community Association

Equal Opportunities Policy and Procedures

1. Statement of Intent

Kingsclere Community Association is opposed to all forms of unlawful and unfair discrimination and is committed to challenging them both in terms of employment and service provision. It recognises that many groups and individuals within society have been and continue to be discriminated against, both directly and indirectly, on the grounds of, for example, their race, nationality, ethnic or cultural origins, gender, age, disability, sexual orientation, religious belief, including non-belief, political belief, social class, employment status, low income, mental health, marital status and civil partnership, gender reassignment, HIV/AIDS status, appearance, refugee status, caring responsibilities and unrelated criminal conviction. (This list is not in any order of priority.)

Equality Act 2010

The Equality Act 2010 identifies 9 protected characteristics which are included in the above list they are:

- Age
- Disability
- Gender Reassignment
- Marriage & Civil Partnership
- Pregnancy & Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

All members, trustees, volunteers, staff and users of our services will be treated fairly and will not be discriminated against on any of the above grounds. Decisions on the operation of our contracts, services, training or any other benefit will be made objectively, without unlawful discrimination, and based on aptitude and ability.

Definitions

Kingsclere Community Association recognises and will not tolerate any type of discrimination:

- **Direct discrimination:** treating someone less favourably than another person because of a protected characteristic.

- **Discrimination by association:** discriminating against an individual because they associate with another person who possesses a protected characteristic;
- **Perception discrimination:** discriminating against an individual because others think they possess a particular protected characteristic, even if the person does not possess this characteristic.
- **Indirect discrimination:** (Name of organisation) will endeavour to not implement any condition, rule, policy or practice which applies to everyone but particularly disadvantages people who share a protected characteristic.
- **Harassment:** employees can complain of any behaviour that they find offensive even if it is not directed at them or they do not possess the relevant characteristic themselves. Kingsclere Community Association will not tolerate the harassment of its staff by people who are not employed by them.
- **Victimisation:** (Name of organisation) will not treat any member of staff badly who supports or has made a complaint or raised a grievance.

Responsibilities

Kingsclere Community Association will follow the requirements and guidance (including amendments) contained in all relevant equality and discrimination legislation and regulations in all of our work (e.g. The Rehabilitation of Offenders Act 1974, The Human Rights Acts 1998 and 2001, The Equality Act 2010) and any other relevant legislation.

Kingsclere Community Association recognises that in our society power is not held equally and that groups and individuals have been and continue to be discriminated against on many grounds and acknowledges the right to dignity and respect of every person the organisation has contact with.

Every possible step will be taken to ensure the implementation of this policy - no one seeking access to our services from will be disadvantaged by conditions or requirements that cannot be shown to be justifiable.

Implementation of this policy is an on-going process. Responsibility for the day-to-day implementation, monitoring and evaluation of this Policy rests with the Manager, answering to the Board of trustees/Management Committee and with the advice and assistance of the widest possible audience, however, every member and employee has a personal

responsibility to accept, follow, implement and promote this Policy and to do everything they can to ensure that it works in practice. Specifically, paid staff are expected to co-operate with measures taken to implement this Policy, report any suspected acts of discrimination, and take particular care to ensure that enquiries from groups facing disadvantage are dealt with in a way which those groups find helpful, relevant, and appropriate. Breaches of this Policy by paid staff are considered a disciplinary offence (please see documents "Disciplinary Procedure" and "Terms & Conditions of Employment") and could lead to dismissal.

Positive Action

Kingsclere Community Association believes that passive support for equal opportunities is not enough to combat discrimination and will take positive action to address the barriers faced by those experiencing discrimination:

- recognising and developing potential which has not been used before because of past discrimination and disadvantage;
- encouraging access and participation in our services from under-represented groups; and
- providing training for disadvantaged groups and individuals.

Kingsclere Community Association is committed to:

- Working in an anti-discriminatory manner (e.g. anti – racist, anti-sexist etc.);
- Promoting a supportive and welcoming environment in which all persons are treated with respect and dignity and in which no form of intimidation, harassment or discrimination is tolerated;
- Actively promoting and implementing this policy (all trustees and employees) throughout all its' work and services;
- Requiring all members to respect and support the principle of this policy;
- Recognising and fulfilling all legal obligations under the anti-discrimination legislation and associated codes of practice;
- Complying with our own equal opportunities policy and associated policies;
- Providing relevant training, information, advice and resources to staff and trustees on working in an anti-discriminatory way;
- Taking lawful affirmative or positive action, where appropriate;

- Listening to the voices of service users and individuals/groups from the community who are experiencing discrimination;
- Conducting staff recruitment (employees, trustees and other volunteers) that ensures selection on merit (skills, experiences, aptitude etc.);
- Ensuring decisions on the operation of our contracts, services, training or any other benefit will be made objectively, without unlawful discrimination, and based on aptitude and ability; and
- Dealing quickly and fairly with any accusation of harassment or discrimination.

2. The Policy

Kingsclere Community Association recognises the importance of equal opportunity to our whole effectiveness, and it has in place a range of policies and procedures, which should be viewed alongside our Equal Opportunities Policy. All Kingsclere Community Association policies are intended to reinforce the basic principles of equal opportunities.

All new trustees/management committee members, short-listed job applicants, volunteers, hirers and members will be provided with a copy of this Policy.

This policy covers:

- Monitoring and evaluation
- Membership of the organisation and Board of trustees
- Service delivery
- Access and premises
- Employment of paid workers
- Publicity
- Complaints

3. Monitoring and Evaluation

This Policy will be reviewed on an annual basis by the Board of trustees/Management Committee to assess its effectiveness and any need for amendment to reflect new legislation/good practice issues. As well as monitoring complaints, compliments and incidents we will collect and analyse information on users, staff, volunteers, trustees and others by a range of protected characteristics to determine the equalities impact of the charity and any measure we should take to improve our approach to

equalities. This information will be reported back to Trustees, the community and other key stakeholders on at least an annual basis.

4. Membership of the Organisation

Membership of the Board of trustees shall be monitored annually and any under-represented groups will be encouraged to stand for election.

Training and support will be offered to enable trustees to fully take part. (E.g. understanding roles and responsibilities, chairing meetings, managing conflict, meeting out of pocket expenses, providing papers in appropriate formats and providing them with sufficient time for trustees to read and prepare for meetings, providing hearing loop/signing and making meetings fully accessible and participatory.)

5. Service Delivery

Kingsclere Community association is committed to equality of opportunity for everyone using our services. We will prioritise our services and target resources in order to be responsive to communities and groups in greatest need and/or facing discrimination. Our services are designed and publicised to reflect these commitments, and are regularly monitored. As far as possible and reasonable given our resources, we will try to provide our services in ways and in premises which are accessible to the communities we seek to serve.

6. Access and Premises

Kingsclere Community Association aims to make its service delivery as accessible as possible and wherever possible will ensure that:

- Fully accessible premises are used for meetings, training and other events
- Issues of safety and timings of meetings are taken into account
- Travel and carers costs are offered to trustees and other volunteers
- Support aids such as loop system, signers, interpreters, translators are available on request
- Written information is made available in other formats as appropriate e.g. large print, Braille, audio
- Different needs are taken into account: religious or cultural, dependent responsibilities (e.g. child/parent care)

Kingsclere Community Association's current premises are not fully accessible and we will strive to make improvements to enable access and participation based on funding being available over the long term to sustain any improvements.

7. Employment of Paid Workers

Recruitment & Selection

Kingsclere Community Association will conduct our recruitment and selection procedures openly and fairly, and these procedures will be kept under review. All jobs with *us* will have a job description and person specification, which relate strictly to the job itself. Job descriptions will be reviewed annually to ensure that they remain relevant and that they do not impose any unjustifiable or non-essential experience, qualifications, or conditions, which may be discriminatory.

Job advertisements will be written in non-discriminatory language (except where there is a genuine occupational need as permitted by legislation), and will not be restricted to areas or publications, which exclude or disproportionately reduce the number of applicants from the groups listed in section 1 of this Policy. Where funding allows adverts will be placed in specialist press e.g. black and ethnic minority, disability and so on. It is our expectation that vacancies will be publicly advertised except for vacancies during proposed redundancies. Job advertisements and application packs will include an Equal Opportunities statement, and application packs will include a monitoring form and a statement explaining the purposes of monitoring and the way in which the data will be managed and used. Applications in formats appropriate for candidates with a physical or sensory impairment (e.g. tape/disk/Braille) will be welcomed.

The composition of interview panels will be taken into account and all panel members will be given training where necessary. Adjustments will be made as needed for interview candidates with a physical or sensory or mental health impairment or learning disability, and all reasonable adaptations will be made to work stations, etc. for employees with a physical/sensory impairment or other need. Recruitment and selection will be on merit by open and fair competition and will be conducted to ensure that no job applicant receives less favourable treatment on any of the grounds laid out in the first section of this Policy. Records will be kept of all interviews and their outcomes.

Having a criminal record may not prevent being employed by *us*. It will depend on the offences committed and the nature of the job. At interview or a separate discussion we will provide discussion space for the disclosure of any offences or other issues that may be relevant to the post. Failure to reveal such information may lead to the withdrawal of a job offer or dismissal.

The relevant posts will be subject to a Disclosure and Barring Service

(DBS) CRB check. We will discuss any matter revealed by this check before withdrawing any offer of employment.

References

References will only be used to support or deny an appointment and will not be used to choose between candidates.

Terms & Conditions

Kingsclere Community Association will seek to ensure equality of opportunity and treatment for all individuals, and will not discriminate in the setting or provision of our terms and conditions of employment including facilities, pay and benefits on any of the grounds listed at the beginning of this Policy. We will try to meet all reasonable requests from staff to vary their working hours, particularly where this is compatible with the effective functioning of our organisation. Should a member of staff acquire an impairment during their employment with us, provision will be made wherever possible for that staff member to continue their normal duties via the provision of equipment/aids, or changed working patterns, or redeployment if available.

Grievance and disciplinary conditions are not part of the terms and conditions of employment and staff are consulted before any changes are made.

Staff Support and Supervision

All staff will receive line management supervision which will be carried out paying due regard to equal opportunities.

Promotion

Promotion within Kingsclere Community Association will be on merit by open and fair competition and in a manner, which ensures that no staff member receives less favourable treatment on any of the grounds laid out in the first section of this Policy.

Training

Kingsclere Community Association is committed to staff training and development. No staff member will receive less favourable treatment in terms of access to training. We will seek to overcome any problems, which may prevent staff members from taking advantage of training opportunities. We will ensure that all staff receive Equalities training as well as training on our Equal Opportunities Policy and that they are informed of and consulted on any reviews/revision of the Policy. Where

possible, internal short-term secondment may be used to enable staff development and expansion of skills and experience; such secondments will be decided in line with our commitment to equality of opportunity in staff training.

Leave Entitlement

Kingsclere Community Association recognises that leave entitlement and the way that this is organised may be of particular concern to certain groups of employees (for example: black/minority ethnic staff who may need time off for religious observance, or extended leave to visit family/friends abroad; staff who may need extra time off for reasons linked to their impairment; staff who are parents or who have other dependents may need time off relating to school holidays, etc.). We will try to ensure that all leave requests received are dealt with both appropriately under the relevant policy/procedure, and in accordance with the spirit of our Equal Opportunities Policy.

Harassment & Bullying

Kingsclere Community Association recognises its responsibility to safeguard the welfare of its employees and to promote a working environment free from harassment and bullying. Whether the harassment or bullying is personal, sexist, racist, heterosexist, or relating to any other item listed in the first section of this Policy, Kingsclere Community Association views this issue with the utmost seriousness. Any individual who feels that they are being harassed or bullied by anyone associated with Kingsclere Community Association is actively encouraged to report this to management without fear of reprisal. Harassment and bullying in any form are contrary to this Policy, and are viewed as serious disciplinary offences, which could lead to dismissal. Management and any staff with supervisory responsibility will ensure that all allegations of harassment and/or bullying are taken seriously and fully investigated. They are also expected to challenge unacceptable language and behaviour whenever this occurs.

If any employee feels that they have been subjected to harassment or bullying they should use our 'Grievance and Disciplinary' procedures.

8. Publicity

In all publicity and information materials, including electronic versions developed and used by us, we will try to ensure that:

- Clear direct language is used and if jargon is necessary it is explained
- Positive images of a wide range of groups are used

- Advertising will be placed in a variety of settings in order to reach as many different sections of the local community as possible
- Materials will be produced in different formats (e.g. large print, Braille, audio) when requested
- Any material to be considered discriminatory will not be used
- Proactively target/visit specific disadvantaged groups/areas of the community to inform them of our services and facilities

9. Complaints

In the event of any complaint relating to this policy, initially, the Chairman of Kingsclere Community Association should be informed. He/she will investigate the incident and, if the incident is substantiated, take appropriate action to remedy the situation along with the necessary disciplinary action. If further action is needed, a representative of Basingstoke and Deane Borough Council will be contacted to manage the complaint referring back to the Chairman to confirm any action required. If the complaint relates to the Chairman the complaint should be made to either the Deputy Chairman, Secretary or Treasurer. The matter must be reported to Basingstoke and Deane and any decisions must be agreed by at least two of the three officers of the association listed above.

Paid staff, trustees and other volunteers are encouraged to draw to the Management Committee's attention any improvements that could be made to how this policy is being implemented.

Any user of our services wishing to make a complaint should follow the procedure outlined in our 'Complaints Policy and Procedure'.

10. Procedures for dealing with breaches of this policy

i) Paid Staff: A serious breach of this policy may be grounds for disciplinary action.

ii) Trustees and Committee Members : A serious breach of this policy may result in termination of membership and removal from the Board of trustees/Management Committee, in line with the procedures contained within our governing document (constitution).

iii) Honorary Officers: A serious breach of this policy may result in other Board/Management Committee members voting to remove them from office, but they can only be removed in line with the procedures contained within our governing document (constitution).

iv) Other Volunteers: A serious breach of this policy may result in

a volunteer being asked to leave.

v) Service Users: A serious breach of this policy may result in a service user being barred from using our services. This will only happen after discussions, support and all other reasonable steps have been taken to stop the service user from being discriminatory.

11. Freedom from Victimisation

As far as is reasonably possible Kingsclere Community Association will ensure that staff (paid and unpaid) or service users who make a complaint under these procedures are free from victimisation.

History and acknowledgement.

This Policy replaces The Equal Opportunities Policy issued in July 2012. It is based on the model procedure prepared by Community Matters.

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