



RADCLIFFE-ON-TRENT COMMUNITY YOUTH PROJECT EQUAL OPPORTUNITIES AND DIVERSITY POLICY

Radcliffe-on-Trent Community Youth Project
www.rotcyp.org Chair: Rosie Luce
A Company Registered in England & Wales: 7108896
Registered Charity Number: 1135489

1 Policy Statement

- 1.1 Radcliffe-on-Trent (ROTCYP) is committed to promoting and valuing equality and diversity in all of our activities. We welcome and celebrate the diversity of the communities in Nottinghamshire and surrounding areas and are strongly committed to achieving equal opportunities and access for all people and groups in society.
- 1.2 Equality & Diversity is the cornerstone of all of our policies and procedures. We are proud of the actions we take to eliminate discrimination and prejudice to ensure inclusion and engagement for all the people who work and volunteer with us or wish to use our services. We will continue to strive towards a culture that is diverse and which recognises and develops the potential of all our staff, volunteers and service users and we will go above and beyond the minimum legal requirements in order to achieve this.

2 Equality

2.1 Equality is about making sure people are treated fairly and given fair chances. Equality of opportunity is about everyone being evaluated fairly and being able to progress purely on the basis of their merit. It encompasses a range of employment legislation that's been put into place to prevent people being treated unfavourably on the basis of a range of specific factors:

- Race
- Nationality
- Ethnic or National origin
- Gender/sex
- Marital status or pregnancy
- Religion or Belief
- Sexual orientation
- Disability
- Gender re-assignment
- Age

2.2 People must not be unfairly discriminated against because of any of these factors and we must all contribute to creating a positive learning and working environment where discriminatory practices and discrimination no longer happen.

2.3 ROTCYP recognises that certain individuals and groups are discriminated against and is committed to working towards eliminating all forms of discrimination through its own work and through its employment policies and practices.

3 Diversity

3.1 Diversity is about respecting and valuing all forms of difference in individuals and positively striving to meet the needs of different people. It goes beyond equal opportunities legislation, encompassing any aspect of an individual that

isn't directly related to their ability to do a specific job or undertake a particular task such as:

- Approach to work
- Values
- Experience
- Family commitments
- Where someone lives

3.2 People with different backgrounds and attitudes bring fresh ideas and perceptions, and as a diverse organisation we can draw upon the widest range of experiences so that we can offer the best services possible and be a welcoming place to work.

3.3 ROTCYP will actively encourage diversity to maximise achievement, creativity and good practice and to bring benefits to individuals and communities. We will encourage all people we work with, and for, to contribute to an environment in which people feel comfortable expressing how they feel and what they need, knowing they will be treated with respect and that their contribution is valued. We will endeavour to deliver services in a way that genuinely recognises the importance of an inclusive society and that brings opportunities and access, not barriers to individuals.

4 Aims and Objectives

The aims and objectives of the Equality and Diversity Policy are:

- To encourage, promote and celebrate diversity in all our activities and services.
- To ensure equal access to jobs, volunteer opportunities, membership, services and activities
- To ensure compliance with legislation on discrimination and equality including Equality Act 2010 and other relevant legislation currently in force.
- To promote equal opportunities in other areas not currently covered by legislation
- To create environments free from harassment and discrimination
- To maximise the use of resources in the best interests of staff, volunteers and service users.
- To confront and challenge discrimination where and whenever it arises, whether it is between colleagues, or in any other area relating to our work.
- To make a willingness to accept and implement this policy to be a necessary qualification for any position in the organisation.
- To ensure, through positive action and so far as is practicable, that our premises and services are accessible to all people.
- To ensure that employment and advancement within the organisation is determined by objective criteria and personal merit.

5 Equality and Diversity Framework

5.1 Expectations

5.1.1 Responsibility for implementing and developing the policy rests with the trustees. However, we believe that all who work with or for the organisation have an individual responsibility: to accept the policy and ensure a personal involvement in its application; to co-operate actively to ensure that the environment we desire is a reality.

5.1.2 ROTCYP recognises that passive policies do not provide equality and encourage diversity in employment, training and services. We will seek to promote equality and diversity within the following framework.

5.2 Recruitment

- Unless exceptional circumstances apply, we will place advertisements internally and externally for staff vacancies, using the appropriate media consistent with the equal opportunities policy.
- We will endeavour to recruit staff, volunteers and trustees from all sections of the community.
- We will ensure that clear job descriptions and person specification information are used to select applicants, with guidance notes on how applicants might meet the criteria laid down in the person specifications, and in relation to the application form. Unnecessary job criteria will be avoided in person specifications when recruiting new employees.
- Job titles not be sex / gender biased and will be accurate.
- All applicants will be informed of our commitment to equal opportunities and the recruitment monitoring process that will be followed.
- Job requirements will be those that are really necessary to do the job and not a reflection of traditional practices that may be operating to the disadvantage of men or women, minorities, disabled people or younger or older people
- No age or age inference will be stated in recruitment advertising or used as a discriminator in recruitment and selection.
- Suitably trained and experienced interviewers will conduct selection interviews. We recognise the importance of ensuring that selection panels reflect the wider community.
- Interviewers will avoid questions that could be construed as discriminatory.
- Clear interview notes and records of all applicants will be maintained and kept in a secure and confidential place for a period of six months.

5.3 Induction and training

- All new staff, volunteers and trustees will complete a planned programme of induction, which will include information on our equal opportunities and diversity policy.
- All staff, volunteers and trustees will receive training and have the same opportunities for training and development. The selection criteria for training

and promotional opportunities will be examined to ensure they are not directly or indirectly discriminatory.

- We are committed to providing equal opportunities for volunteers to access training and development.
- Equal standards will be operated when undertaking performance reviews and assessments.
- Staff and volunteers are encouraged to put themselves forward for training and where appropriate, promotion.

5.4 Board of Trustees

- The Board of trustees is nominated and will endeavour to ensure that its composition is as representative as possible.

5.5 Publicity and information

- In publicising our work, including all written publications, we are committed to sensitively representing and portraying the whole community, in a positive manner.
- We will work towards declaring our commitment to equal opportunities in all publications.
- All material produced by or on our behalf will be monitored to ensure that the content is consistent with this framework.
- A commitment is made to develop our publicity and information materials, to ensure they are available and accessible as widely as possible to all groups.

5.6 Influencing Others

- Staff and volunteers are expected to challenge, in an appropriate way, any discrimination they come across in their working practice.

5.7 Discrimination and harassment

- We will investigate all complaints of discrimination and harassment thoroughly, however minor they may appear to be at first sight.
- We will take disciplinary action against any member of staff, volunteer or trustee found to have discriminated against another service user, member of staff, volunteer or trustee on the grounds of sex, sexual orientation, gender reassignment, race, religion and belief, disability, age, marital or civil partnership.
- Take disciplinary action against any member of staff, volunteer or trustee found to have harassed another member of staff, volunteer or trustee on the grounds of race, nationality, ethnic or national origin, gender / sex, marital status or pregnancy, religion or belief, sexual orientation, disability, gender reassignment or age.

5.8 Implementation, monitoring and review

- We will continually seek the views of our service users, members and others on how we can provide a genuinely non-discriminatory service, learn from our experiences and build upon our success;

This policy was approved by: Radcliffe-on-Trent Community Youth Project Trustee Board at a meeting on 8th September 2016

Review Date: September 2018