

Chance UK - Equality of Opportunity and Valuing Diversity Policy

A) STATEMENT OF POLICY

1. Chance UK strives through its policies to achieve equality of opportunity, and value difference and inclusiveness in employment, involvement of volunteers and service delivery, and the fair treatment of all job applicants, employees, workers, volunteers and service users, regardless of age, disability, race, religion and belief, sex, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity.
2. Chance UK is committed to equality of opportunity for all job applicants, staff and volunteers. A diverse workforce benefits and adds value to the services we provide.
3. No employee, worker, volunteer or potential employee shall receive less favourable treatment or consideration on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.
4. Nor will any employee, worker or potential employee be disadvantaged in comparison with other colleagues by any conditions of employment or requirements which can not be objectively justified as necessary on operational grounds.
 - Every-member of Management and all members of staff are instructed that there must be no discrimination on accounts of age, disability, race, religion and beliefs, sex, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity. .
 - We will appoint, transfer, train, appraise and promote on the basis of merit and ability.
 - We will not unlawfully discriminate when disciplining or dismissing employees (including selecting employees for redundancy).

We will not tolerate processes, attitudes or behaviour that amounts to discrimination, including harassment, victimisation and bullying.

5. We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.
6. The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity and valuing diversity.
7. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
8. We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

B) RECRUITMENT AND SELECTION

1. The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
2. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
3. Job descriptions, where used, will be revised to ensure that they are in line with our equality of

opportunity and valuing diversity policy. Job requirements will be reflected accurately in any personnel specifications.

4. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
5. We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
6. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
7. All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
8. Short listing and interviewing will be carried out by more than one person.
9. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
10. We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
11. Selection decisions will not be influenced by any perceived prejudices of other staff.

C) TRAINING AND PROMOTION

1. Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.
2. All promotion will be in line with this policy.

D) MONITORING

1. We will maintain and review the employment records of all employees in order to monitor the progress of this policy.
2. Monitoring may involve:-
 - a. the collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees;
 - b. the examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and
 - c. recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.
3. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

E) EQUALITY OF OPPORTUNITY IN SERVICE DELIVERY

We are committed to equality of opportunity in service delivery regardless of age, disability, race, religion or belief, gender reassignment, sexual orientation, marriage and civil partnership, pregnancy and maternity status.

All children worked with will still need to meet our age and assessment requirement.

In practice this means, we will:

- a. Monitor and analyse how effective services are at meeting the needs of services users, and use the information to further develop policies and services;
- b. Consult with relevant stakeholders about service provision;
- c. Respond promptly to requests for information and queries about our services;
- d. Provide relevant and accessible information on service to users, community groups, schools, families and other stakeholders;
- e. Actively recruit mentors from underrepresented groups

If a service user wants to complain that our services are not being fairly provided, we will:

- a. Provide clear information about where, when and to whom our service users should complain;
- b. Listen to complaints and comments and act upon them with an agreed timescale;
- c. Inform our service users what action we have taken on their complaint;
- d. Monitor all complaints within all equalities framework;
- e. Use complaints to improve the quality of services.

All staff must:

- a. Ensure that they treat every service user fairly, equitably and work to a high standard;
- b. Ensure that they provide services in a non-discriminatory way;
- c. Ensure that any complaint of discriminatory treatment by a member of staff or volunteer from one of our service users is investigated promptly and fairly;
- d. Take appropriate action against any service user who acts in a discriminatory way towards staff.