



**The Queen's Award
for Voluntary Service**

The MBE for volunteer groups

EQUAL OPPORTUNITIES POLICY

Version 2.2

Effective from 20th June 2024

Equal Opportunities Policy

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INTRODUCTION

CFC believes all persons should have equal rights to recognition of their human dignity, equal opportunities to work, receive services and participate in the local community.

The organisation is committed to the promotion of equal opportunities through the way it is managed and the provision of its services in accordance with the Equality Act 2010 and other relevant legislation.

To express this commitment, all CFC policies are developed, promoted and maintained so that they are conducive to the principles of fairness and equality in the workplace.

POLICY STATEMENT

The objective of this policy is that no person should suffer or experience less favourable treatment, discrimination or lack of opportunities on the grounds of the following protected characteristics age, race, sex (gender), religion / belief, political association, ethnic origin, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, sexual orientation; or any other individual or group characteristic unrelated to ability, performance, and qualification, or any other grounds which cannot be shown to be justifiable within the context of this policy.

This policy will influence and affect every aspect of activities carried out by the organisation. Throughout its activities, CFC will treat all people equally whether they are:

- Seeking or using our services.
- Applying for a job or already employed.
- Students on work experience or placements.
- Volunteers.
- Trustees.

CFC employees are to abide by the policy and help create an equality environment which is its objective.

To implement this policy the organisation:

- Communicates the policy to employees, job applicants, volunteers and relevant others.
- Incorporates specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff.
- Ensures that those involved in assessing candidates for recruitment or promotion are trained in nondiscriminatory selection practice.
- Incorporates equal opportunity notices into general communications practices.
- Ensures that adequate resources are made available to fulfill the objectives of the policy.

Anyone connected to CFC, Trustee, staff member, student or volunteer who considers that they are suffering from unequal treatment on any grounds may use this policy to bring it to the organisation's attention for action.

CODE OF CONDUCT

All Trustees, staff, students and volunteers are expected to always conduct themselves in a professional and considerate manner. CFC will not tolerate behaviour such as:

- making threats
- physical violence
- shouting
- swearing at others
- persistent rudeness
- isolating, ignoring or refusing to work with certain people
- telling offensive jokes or name calling
- displaying offensive material such as pornography or sexist / racist cartoons, or the distribution of such material via email / text message or any other format.
- any other forms of harassment or victimisation.

The items on the above list of unacceptable behaviours are disciplinary offences within CFC and can lead to disciplinary action being taken. The organisation does, however, encourage everyone to resolve misunderstandings and problems informally wherever possible, depending on the circumstances.

However, whether dealt with informally or formally, it is important for Trustees, staff, students or volunteers who may have caused offence to understand that it is no defence to say that they did not intend to do so, or to blame individuals for being oversensitive. It is the impact of the behaviour, rather than the intent, that counts, and that should shape the solution found both to the immediate problem and to preventing further similar problems in the future.

RECRUITMENT & SELECTION

The recruitment and selection process are crucially important to any equal opportunities policy. Specifically:

- Through appropriate training CFC endeavours to ensure that employees making selection and recruitment decisions do not discriminate, whether consciously or unconsciously, in making these decisions.
- Promotion and advancement are made on merit and all decisions relating to this are made within this policy's overall framework and principles.
- Job descriptions, where used, are revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
- CFC adopts a consistent, non-discriminatory approach to the advertising of vacancies and does not confine its recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
- All applicants who apply for jobs with CFC receive fair treatment and are considered solely on their ability to do their job.
- Short-listing and interviewing are carried out by more than one person where possible. Selection criteria are periodically reviewed to ensure that requirements are related to the job and are not unlawfully discriminatory.
- No applicant is disqualified because they are 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.
- Interview questions are related to the requirements of the job and are not of a discriminatory nature.
- Selection decisions are not influenced by any perceived prejudices of other individuals.

MONITORING

To monitor the progress of this policy, CFC maintains and reviews the employment records of all employees and keeps a register of the number and outcomes of complaints of discrimination made by staff, volunteers, clients and other third parties

Monitoring of employment records may involve: -

- The collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applications and current employees;
- The examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and
- Recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

The results of these monitoring processes are reviewed regularly to assess the effectiveness of this policy's implementation. Consideration is given, as necessary, to adjusting this policy to afford greater equality of opportunities to all associated with the organisation.

RESPONSIBILITY

All complaints are investigated in accordance with the organisation's grievance, complaints or disciplinary procedure, as appropriate and the complainant is informed of the outcome in line with these procedures.

The Chief Executive ensures that this policy is reviewed in line with changes in legislation or as required.

DOCUMENT DETAILS

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| Original Author | Rosalind Allison-Calvert |
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