

Wanstead and Woodford Migrant Support EQUAL OPPORTUNITIES POLICY

A) STATEMENT OF POLICY

1. Wanstead and Woodford Migrant Support recognises that we live in a society where discrimination still operates to the disadvantage of many groups in society.

2. Wanstead and Woodford Migrant Support believes that all persons should have equal rights to recognition of their human dignity, and to have equal opportunities to be educated, to work, receive services and to participate in society.

3. Wanstead and Woodford Migrant Support is committed to the promotion of equal opportunities through the way we manage the organisation and provide services to the community.

4. 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 gender, race, colour, nationality, ethnic origin, religious or philosophical beliefs, health status, HIV status, age, marital status, parental status, sexual orientation, political beliefs or trade union membership, class, responsibility for dependents, physical attributes, ex-offender status as defined by the Rehabilitation of Offenders Act 1974, lack of formal qualifications where such qualifications are not formally required, or any other grounds which cannot be shown to be justifiable within the context of this policy.

5. This policy will influence and affect every aspect of activities carried out at Wanstead and Woodford Migrant Support as determined by the management committee.

6. In the provision of services and the employment of staff, Wanstead and Woodford Migrant Support is committed to promoting equal opportunities for everyone. Throughout its activities, Wanstead and Woodford Migrant Support will treat all people equally whether they are:

- Seeking or using our services.
- Applying for a job or already employed by us.
- Trainee workers and students on work experience or placements.
- Volunteer workers.

B) How the policy will be implemented

In order to implement this policy we shall:

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

Conduct and general standards of behaviour

All staff and volunteers are expected to conduct themselves in a professional and considerate manner at all times. Wanstead and Woodford Migrant Support will not tolerate 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 considered to be disciplinary offences within Wanstead and Woodford Migrant Support, and can lead to disciplinary action being taken. Wanstead and Woodford Migrant Support does, however, encourage staff to resolve misunderstandings and problems informally wherever possible, depending on the circumstances.

Complaints of discrimination

Wanstead and Woodford Migrant Support will treat seriously all complaints of unlawful discrimination on any forbidden grounds made by employees, trustees, clients or other third parties and will take action where appropriate.

All complaints will be investigated as appropriate.

We will also monitor the number and outcomes of complaints of discrimination made by staff, volunteers, clients and other third parties.

C) Legal Obligations

Equal Opportunities and Discrimination (Equality Act 2010)

The Equality Act came into force in October 2010 and replaces all previous equality legislation in England, Scotland and Wales.

The Equality Act 2010 protected characteristics are: Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief sex and sexual orientation.

D) 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 and trustees, 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 equal opportunities 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. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do their job.
6. Short-listing and interviewing will be carried out by more than one person where possible.

7. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

8. Selection decisions will not be influenced by any perceived prejudices of other staff.

E) MONITORING

1. We will maintain and review the employment records of all employees in order to monitor the progress of this policy.

2. 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.

This policy will be reviewed regularly.

Last Revision: May 2024