

## **Rake Village Hall and Recreational Ground Charity Equal Opportunities Policy**

### **Introduction**

Rake Village Hall and Recreational Ground Charity (the Charity) recognises that it is essential to provide equal opportunities to all persons without discrimination under the terms of the Equality Act 2010. Equality is recognising that we are all different and that discrimination is unlawful on any of the following grounds:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (including nationality, colour & ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

The charity needs to ensure that they do not discriminate against any of the above groups, when providing employment, volunteering opportunity, services or facilities to the public.

### **Statement of policy**

(a) Only 20% of the UK working population (figures from 2010) will be white, male and able bodied and under 45years, thus we recognise how diverse society is. Through promoting our own individuality, yet accommodating others needs and wishes, we can better provide for our diverse service users and enjoy a working environment based on respect for other's differences.

(b) It is the policy of the Charity to ensure that no job applicant, employee, volunteer, hirer or user receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The Charity is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment, volunteering and within hire of its facilities.

(c) The Charity recognises that adhering to the Equal Opportunities Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisation's and employees' best interests.

(d) All employees/volunteers of the Charity will be made aware of the provisions of this policy.

## **Recruitment and promotion**

(a) Advertisements for opportunities, both paid and voluntary, will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the position. Information about opportunities will be provided in such a manner that does not restrict its audience or infringe upon equality.

(b) Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.

(c) All descriptions and specifications for opportunities will include only requirements that are necessary and justifiable for the effective performance of the opportunity. Bearing in mind the Equality Act prohibits questions regarding the applicant's health in the first interview.

(d) All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the opportunity. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to the opportunities requirements and asked to all candidates.

## **Employment**

(a) The Charity will not discriminate on any basis in the allocation of duties between employees/volunteers employed at any level with comparable job descriptions.

(b) The Charity will put in place any reasonable measures and/or adjustments within the workplace for those employees/volunteers who become disabled during employment or for disabled appointees and to accommodate cultural, spiritual and special needs.

(c) All employees/volunteers will be considered solely on their merits for career/personal development and promotion with equal opportunities for all and encouraged to discuss career prospects with their line manager.

## **Grievances and victimisation**

(a) The Charity emphasises that discrimination is unacceptable conduct which will be challenged and may lead to disciplinary action by the management committee.