

Park Centre Burgess Hill CIO Equal Opportunities and Dignity at Work Policy

Reviewed 15th December 2023

Signed

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Policy Statement

PARK CENTRE BURGESS HILL CIO is committed to ensuring equality of opportunity for all and to challenging barriers and stereotypes that prevent this, in every aspect of our work. This applies to:

- the services we provide.
- the selection of staff, volunteers, and trustees.
- our relationships with members, suppliers, customers, and supporters.
- and to our internal processes and procedures.

The organisation will also take all reasonable steps to provide a work environment in which all employees are treated with respect and dignity and that is free from harassment and bullying based upon age, disability, gender reassignment, race (including colour, nationality and ethnic or national origins), religion or belief, sex, or sexual orientation.

All trustees, volunteers and employees are responsible for conducting themselves in accordance with this policy. The organisation will not condone or tolerate any form of harassment, whether engaged in by employees or by outside third parties who do business with the organisation, such as clients, customers, contractors, and suppliers.

PARK CENTRE BURGESS HILL CIO aims to provide equality of access to our services by:

- ensuring that they are appropriate and relevant to the personal development needs of all participants.
- providing opportunities for personal development that reflect the diversity of our society;
- and focusing on the principles and practices of participation and inclusiveness in service development and delivery.

With regard to selection procedures, we aim to ensure that people are treated on the basis of their relevant merits and abilities and that nobody receives less or more favourable treatment on the grounds of race; colour; nationality; religion or belief; ethnic or national origin; age; gender; marital status; sexual orientation; or disability. We are committed to ensuring that all employees have equality of opportunity and aim to give them access to regular training/development to help them to progress, both within and outside the organisation.

Processes and procedures are designed to be clear, consistent, fair, and compliant with Equal Opportunities legislation and with our Equal Opportunities Policy. We monitor and review them regularly.

We are committed to making this policy effective and to bringing it to the attention of all those involved with PARK CENTRE BURGESS HILL CIO.

We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated instead they should be recognised and valued.

Breaches of this policy will be regarded as misconduct and could lead to disciplinary proceedings. Serious breaches will be treated as gross misconduct which, depending on the circumstances, could result in dismissal without notice and without any money in lieu of notice.

Recruitment and Selection

The recruitment and selection process are crucially important to any equal opportunities policy. The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of relevant experience, abilities, and qualifications. The organisation is committed to applying its equal opportunities policy statement at all stages of recruitment and selection.

We will make every effort through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

Promotion and progression will be made on merit and all decisions relating to this will be made within the principles of this policy.

Job descriptions, where used, will be written to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.

We will implement a consistent, non-discriminatory approach to the advertising of vacancies. We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.

All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.

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.

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

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

Training and Promotion

We will train all line managers in the organisation's policy on equal opportunities and in helping them identify and deal effectively with discriminatory acts or practices or acts of harassment or bullying. Line managers will be responsible for ensuring they actively promote equal opportunity within the departments for which they are responsible.

We will also provide training to all employees to help them understand their rights and responsibilities in relation to equal opportunities and dignity at work and what they can do to create a work environment that is free from discrimination, bullying and harassment.

All promotion will be in line with this policy.

Training, development, and progression opportunities should be made available to all employees and such decisions will not be influenced by any perceived prejudices of other staff.

Monitoring

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

Monitoring may involve:

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

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.

The Trustees are responsible for the effective implementation of this policy. However, all PARK CENTRE BURGESS HILL CIO trustees, staff and volunteers have an individual responsibility to follow and support the policy.

To implement this policy, we will take reasonable steps to:

- Efficiently communicate the policy to all our workers, through induction training and including it in our staff handbook.
- Make all employees involved in recruitment aware of their responsibilities.
- Design advertisements and recruitment drives to effectively apply this policy.
- Carry out appropriate monitoring of job applicants and, where appropriate, our workforce to assess how effective this policy is.

Harassment and Bullying and Grievance Procedures

If you believe you have suffered any form of bullying or harassment or have witnessed conduct has the purpose or effect of violating another employee's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for that other employee you should raise the matter through our Complaints Policy. All such complaints will be dealt with seriously, sympathetically, fairly, without undue delay and, where practicable, confidentially.

Every effort will be made to ensure you will not be victimised for making a complaint. Any complaint of victimisation will be dealt with seriously, without unnecessary delay and, where practicable, confidentially. Victimisation will be treated as gross misconduct and may, depending on the circumstances, result in dismissal without notice and without any money in lieu of notice.

Monitoring equal opportunity and dignity at work

The organisation will regularly monitor the effects of selection decisions and personnel and pay practices and procedures to assess whether equal opportunity and dignity at work are being

achieved. This will also involve considering any possible indirectly discriminatory effects of its working practices.

If changes are required, the organisation will implement them. The organisation will also make reasonable adjustments to its standard working practices to overcome substantial disadvantages caused by disability.