



# **New Creation**

# **Equal Opportunities Policy**

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## **1 INTRODUCTION**

- 1.1 New Creation aims to offer equality of access.
- 1.2 New Creation aims to reflect, at all levels within the Charity, the people it serves.
- 1.3 This policy is a 'living' document which applies to all staff and volunteers, and therefore is to be used as a basis for continuous improvement, rather than something unchangeable.
- 1.4 New Creation seeks to ensure equality through a policy that applies to all volunteers, staff and service users. It covers:
  - the governance and management at all levels of the organization
  - the provision of services
  - recruitment, employment and training
  - liaison with funding agencies and other organisations / groups / individuals

## **2 DISCRIMINATION AND DISADVANTAGE**

- 2.1 In society certain groups and individuals are discriminated against on the grounds of age, gender, class, culture, disability, ethnic origin, HIV status, race, religion or sexuality. New Creation is committed to taking positive steps to ensure that equality of opportunity becomes an integral part of its existence.
- 2.2 New Creation aims to eradicate all forms of discrimination within the organisation. Actions which discriminate against or disempower an individual in any way are unacceptable and will be investigated under grievance and disciplinary/complaints procedures.
- 2.3 Persistent, offensive, abusive, intimidating, malicious or insulting behaviour, abuse of power or unfair penal sanctions which makes the recipient feel upset, threatened, humiliated or vulnerable, which undermines their self-confidence and which may cause them to suffer stress is unacceptable.

If allegations of harassment or discrimination are made, a full and fair investigation will be carried out by the Trustees. If this is not appropriate, an independent arbitrator will be appointed.

- 2.4 Every individual within New Creation has a duty to ensure that this policy is applied in practice to all areas. A particular responsibility falls upon those who have management responsibility for paid staff and volunteers.

### **3. VOLUNTEERS AND EMPLOYEES**

- 3.1 Anyone applying in any capacity to the organisation as well as existing staff and volunteers has a right to equality.
- 3.2 When recruiting for paid posts and volunteers, New Creation will employ the best person for the job, taking in to account their experience, qualifications and aptitude, regardless of age, gender, race, disability, sexual orientation, culture and religion. They must be willing to sign up to the Values of New Creation.
- 3.3 Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected on their relevant merits and abilities and trained according to the needs of the organisation.
- 3.4 Information about voluntary and paid posts should be disseminated as widely as possible to all sections of the community, for example, through local churches, local press and the Internet.

### **4. ACCESS TO SERVICES**

- 4.1 In working towards the removal of barriers New Creation Services will make reasonable efforts to provide, for example, accessible premises and literature in large print, Braille, other languages as needed.
- 4.2 New Creation seeks to ensure the needs of all groups will be met and that all voluntary and paid staff must be non-judgemental in their approach.
- 4.3 New Creation Members needs will be respected ensuring that services are delivered sensitively recognising linguistic, cultural and other differences.
- 4.4 New Creation will ensure that any details of volunteers, employees or clients are confidential and kept in a secure place

## **5. TRAINING OF STAFF & VOLUNTEERS**

- 5.1 All new staff and volunteers are expected to participate in equal opportunities training as part of their induction programme. This will also be made available to existing employees and volunteers.
- 5.2 Ongoing equality training will be made available to develop individual skills.

## **6. CONSULTANCY AND TRAINING**

- 6.1 Unless there are externally imposed funding requirements, there will be no minimum number of participants, but workshops or courses provided by New Creation may be limited to 20 people, in order for quality training to be maintained.
- 6.2 In the event of a workshop or course being over-subscribed New Creation will, wherever possible, try to offer the same course again under the same conditions shortly afterwards.
- 6.3 The venue and time of training will be arranged to suit participants.
- 6.4 The content of workshops will be negotiated with the person commissioning the training, in order to ensure that training provided by New Creation meets the needs of those who have requested it.
- 6.5 Evaluations will be carried out at all workshops in order for New Creation to continue to provide good quality training.
- 6.6 Any details of participants are confidential and kept in a secure place. This information will not be divulged to any 3<sup>rd</sup> party without obtaining prior written permission.

## **7. LEGAL REQUIREMENTS**

- 7.1 New Creation will comply with statutory requirements as laid down by, for example, the Race Relations Act 1976, the Sex Discrimination Act 1975 and the Disability Discrimination Act 1995. All areas of work will ensure, and promote, compliance with legal responsibilities.

## **8. MONITORING AND REVIEW**

- 8.1 New Creation Trustees have overall responsibility to monitor the effectiveness of this policy and to ensure compliance with funding and legal requirements. They should endeavour to keep in line with best practice.
- 8.2 There will be annual reviews of the policy by the Trustees.