

# THAXTED DISABLED CENTRE

## Equal Opportunity Policy

### 1. PURPOSE

The purpose of this policy is to clarify the Centre's commitment to preventing discrimination and stimulating equality of opportunity in all aspects of the Centre's work.

The Centre wholeheartedly supports the principles of equal opportunities and treatment. To this end as an organization we will endeavor not to discriminate against any job applicant, member or volunteer either directly or indirectly on the grounds of race, nationality, colour, creed, gender, disability, marital status, sexuality, religion, culture, age or class. Neither will membership be disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on membership selection and volunteer/employment selection are based solely upon objective and membership related criteria.

### 2. SCOPE

- a. This policy will refer to codes of practice published by the Equal Opportunities Commission, The National Disability Council and the Commission for Racial Equality.
- b. As the Centre is also committed to positive action in all aspects of its work, including that with other organisations it will encourage participation in the application of good equal opportunities practice with all areas of the community. These will include volunteers, users and participants in the Centre activities.

### 3. RESPONSIBILITIES

- a. Trustees/Management
  - 1) Approve the policy
  - 2) Uphold the principles of this policy
  - 3) Take necessary action to stamp out any inappropriate behavior

### 4. DEFINITIONS

Direct discrimination occurs when a person has been dealt with less favourably than others due to their sex, race, nationality, colour, creed, gender, disability, marital status, sexuality, religion, culture or age. This form of discrimination does not have to be explicit but can be implied by actions or questions.

Indirect discrimination occurs when a requirement or condition is applied which, whether intentionally or not, adversely affects particular group more than others and cannot be justified.

### 5. PROCEDURE

1. Recruitment and selection
  - a. The intention of recruitment procedures is to ensure the widest response of suitable applicants to become members of the Centre or to fill vacancies as a voluntary helper or Trustee. Selection will be on the basis of membership or role-related criteria.

- b. The wording of any job or member advertisements must correspond with the main points in membership or job description or specification. They must be clear and unambiguous and avoid any discriminatory clauses which may indicate direct or indirect discrimination.
- c. Publication and other methods of distribution must be broad enough to give potential ethnic minority applicants and other disadvantaged groups a reasonable chance of seeing them.
- d. Advertisements and supporting literature will confirm that the Centre supports equal opportunities. All posts will be advertised internally and externally.
- e. Under the Asylum and Immigration Act it is a criminal offence for the Centre to take on as an employee a person who has no entitlement to work in the UK.

## **6. REMEDIAL PROCEDURES**

Instances of direct discrimination, abuse, intimidation or harassment on the grounds of sex, race, nationality, colour, creed, gender, disability, marital status, sexuality, religion, culture or age will be considered as gross misconduct and will be referred to the Chairman of the Trustees for a decision on resolution which could include exclusion.

## **7. TERMINATION OF MEMBERSHIP**

The selection criteria for termination must not directly or indirectly discriminate on any of the protected bases. All termination will be handled in a fair, consistent and proportionate manner.

Adopted: