

# EQUAL OPPORTUNITIES POLICY

## GENERAL STATEMENT

West View Advice & Resource Centre Limited (the “Company”) is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.

To that end the purpose of this policy is to provide equality and fairness for all in our employment and not to discriminate because of age, disability, gender reassignment, marriage and civil partnership, pregnancy, maternity, paternity, race, ethnic origin, colour, nationality, national origin, religion or belief, sex and sexual orientation. We oppose all forms of unlawful and unfair discrimination.

All employees, (paid or unpaid) whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the Company’s efficiency.

Our commitment:

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- We will review all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by senior management.
- The policy will be monitored and reviewed annually.

This policy is regularly reviewed and updated as appropriate.

**Last Updated:** 12 November 2021

## EQUAL OPPORTUNITIES POLICY

### 1. INTRODUCTION.

- 1.1. Discrimination involves treating people less favourably because they are members of a particular group or have a particular characteristic.
- 1.2. It is generally unlawful to discriminate in matters of employment and opportunities in favour or against a particular group, on the grounds of race or racial group, sex (including marital status, gender reassignment, pregnancy, maternity and paternity), sexual orientation, religion or belief, age or disability.

### 2. LEGISLATION AFFECTING THIS POLICY.

- 2.1. The Legislation affecting this policy is as follows:
  - The Equal Pay Act 1970.
  - The Sex Discrimination Act 1975.
  - The Race Relations Act 1976.
  - The Disability Discrimination Act 1995.
  - The Children and Young Persons Act 1933-1969.
  - The Rehabilitation of Offenders Act 1974.
  - The Protection from Harassment Act 1997
  - The Human Rights Act 1998
  - The Data Protection Act 2018
  - The Equality Act 2010. <https://www.gov.uk/guidance/equality-act-2010-guidance>

### 3. EQUAL OPPORTUNITIES POLICY.

- 3.1. The aim of this Policy is to ensure equality of treatment for the members, staff, users and agents of West View Advice and Resource Centre (Centre)
- 3.2. The Centre recognises the need for an Equal Opportunities Policy in both its roles as an employer and as a service provider.
- 3.3. The Centre will ensure that its members and staff are fully aware of their responsibilities towards the promotion of Equal Opportunities and racial and sexual equality and that they are properly equipped to take account of the differing and special needs of particular groups. When appropriate special training will be provided to members and staff to overcome discrimination in the way in which we offer and conduct our services.
- 3.4. The Centre demands that any organisation providing service to us, or on our behalf, actively supports and abides by this Policy.
- 3.5. The Centre will ensure that all available opportunities, including non-traditional roles, are taken into active consideration when assessing needs of members, staff and service users.
- 3.6. The Centre will make every effort to ensure that the methods and materials used do not, by their nature, unfairly discriminate against any particular group of members, staff or service users.
- 3.7. The Centre will not, when assessing training needs or opportunities, deny individuals of a particular racial group or gender consideration when such opportunities arise. Assessment will be made on the basis that each person is potentially suitable for every opportunity.
- 3.8. When describing our service we will not use such titles, which imply the exclusion of a particular group nor carry connotations relating to one sex or another i.e. Chairman.

- 3.9. The Centre does not tolerate discrimination in any form, and no member, staff or service user should have to suffer racist or sexist treatment from any associate of our organisation.

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Any complaints of discrimination abuse victimisation or harassment will be treated seriously and investigated speedily with sensitivity. Any such action, when proven, will be dealt with by disciplinary action.

### 4. GUIDANCE ON THE PRACTICAL APPLICATION OF THIS POLICY.

- 4.1. Efforts will be made to ensure that our services are not advertised in such a way that a particular group is less likely to be aware of them, by using a variety of advertising methods.
- 4.2. Use should be made of local groups representing minority groups when advertising or planning our service.
- 4.3. The environment should be suitable for those with disabilities, i.e. disabled access, yellow notices for the visually impaired, Loop systems for the hard of hearing.
- 4.4. Consideration of potential users when planning start times of courses and meetings, planning timetables to ensure individuals or groups with special needs can access.
- 4.5. Ensuring beneficiaries are representative of the local population.
- 4.6. Ensuring stereotyping does not occur in promotional or advertising material.
- 4.7. Monitoring and evaluating the take up of our services ensuring all can access.
- 4.8. Examining customer satisfaction to ensure we do not breach the principles or spirit of this Policy.