

EQUAL OPPORTUNITY POLICY

1 Statement

- 1.1 OA recognises that many people in our society experience discrimination or lack of opportunity.
- 1.2 OA is committed to equal opportunities and treatment for any individual who comes into contact with the organisation in accordance with current legislation.
- 1.3 This policy will be made available to all trustees, staff and volunteers and will be drawn to the attention of all new employees and volunteers as part of their induction /training. It should be cross referenced to all OA policies and will be reviewed regularly.
- 1.4 OA aims to provide an independent, confidential, effective and accessible service to all people equally. OA seeks to fulfil its commitment to promote good practice in all its activities. In particular it will:
 - 1.4.1 promote equality of opportunity
 - 1.4.2 have due regard to the need to eliminate discrimination because of, or related to the protected characteristics of age: sex: sexual orientation: marriage and civil partnership; gender reassignment: pregnancy and maternity: race (including colour, nationality and ethnic or national origins) religion or belief: or disability
 - 1.4.3 promote an inclusive culture
 - 1.4.4 take positive action where ever possible to support this policy and its aims

2 Equal Opportunity in Practice

- 2.1 OA aims to ensure that there is equal and fair treatment for all OA staff and volunteers. OA will promote understanding of equal opportunities principles amongst all OA staff and volunteers and expect all OA staff to treat each other with dignity and respect and to take prompt action to stop discriminatory treatment as soon as it is identified.
- 2.2 Ensure the training and development strategy and programmes address training in anti-discriminatory practice.

3 Recruitment of Volunteers

- 3.1 OA will work towards recruiting volunteers as widely as possible across Oxfordshire in order to ensure that there are no barriers to anyone who is interested in applying. OA aims to reflect the diversity within the communities served.

- 3.2 Recruitment procedures will be set out clearly and made available to anyone interested to ensure that requirements and conditions are known about in advance.
- 3.3 Appropriate support will be provided to make the training accessible to anyone needing this once they have been accepted on to the programme.
- 3.4 OA's training programme is based on equal opportunity principles.

4 Recruitment of Staff

- 4.1 OA will work towards recruiting staff as widely as possible in order to ensure that there are no barriers to anyone who is interested in applying.
- 4.2 Recruitment procedures will be set out clearly and made available to anyone interested to ensure that requirements and conditions are known about in advance.
- 4.3 Job advertisements would, when necessary, include clauses regarding "under-represented groups" being particularly welcome.

5 Management

- 5.1 OA will work towards ensuring that the trustees of the organisation are as representative of the community as possible.
- 5.2 All trustees are expected to sign up to OA's policies including its equal opportunity policy before commencing as a trustee.
- 5.3 All OA's policies take account of its equal opportunity policy.

6 Service Provision

- 6.1 OA will work towards making its publicity widely available and accessible in alternative languages and formats.
- 6.2 OA's advocacy service will be flexible and individualised to meet the needs of the individual requesting the service or for whom the service is requested by another person.
- 6.3 OA staff and volunteers will aspire to provide culturally sensitive/appropriate services.
- 6.4 OA staff and volunteers will maintain an awareness of individual and institutional discrimination towards particular groups.
- 6.5 If possible and when requested OA clients will be matched for gender and other relevant characteristics.

7 Challenging Discrimination

- 7.1 OA staff will practice in an anti-discriminatory manner. They will also pro actively challenge discrimination.
- 7.2 OA's advocates will endeavour to support individuals who wish to challenge discrimination of any form and the advocates will be supported in their turn by their supervising co-ordinator as required.

7.3 OA's advocates will not be expected to tolerate any form of discrimination demonstrated towards them or their clients/partners and will be supported by their co-ordinator or by the OA manager as appropriate.

8 Training

8.1 The OA equal opportunity policy is reflected in its volunteer training programme.

8.2 OA is committed to continuing training and development on all aspects of its equal opportunity policy for its staff and volunteers.

9 Complaints

All complaints about any form of discrimination or treatment that negates the equality legislation and good practice will be taken seriously and investigated in line with OA's complaints, grievance or disciplinary policies.

EQUAL OPPORTUNITIES MONITORING FORM

OA wishes to monitor the effectiveness of its Equal Opportunities policy, and ensure that no direct, or indirect, discrimination is taking place. In order to help us do this we would ask you to complete this form.

This form will be detached from application form. It will have no bearing on your application to be an employee, volunteer, or client. Thank you for your assistance.

Please circle as appropriate

.....

Are you? Male Female

Do you consider yourself disabled? Yes No

Are you registered disabled? Yes No

How would you describe your racial background? Black White Do not wish to say Other – please specify
.....

How would you describe your ethnic background? British Caribbean African Indian
Pakistani Bangladeshi Chinese Do not wish to say
Other – please specify

How old are you? Under 18 18-25 26-35 36-45
46-55 56-65 66-75 over 75

Data Protection Act 1998

All records held by OA comply with the Data Protection Act 1998

Category		Created	
Version		Updated	