

# Kirkhill Community Centre

## Equal Opportunities Policy

### 1 Introduction

This organisation wholeheartedly supports the principle of equal opportunities. We aim to encourage, value and manage diversity and we recognise that talent and potential are distributed across the population. Not only are there moral and social reasons for promoting equality of opportunity, it is in the best interest of this organisation to recruit and develop the best people for our jobs from as wide and diverse a pool of talent as possible. That diversity adds value.

The organisation's policy is to afford all volunteers, job applicants and employees equality of opportunity, regardless of their sex, trans-gender status, sexual orientation, religion or religious belief, marital or civil partnership status, race, age, colour, nationality, national origins, ethnic origin, disability, responsibility for dependents, or trade union or staff consultative committee membership.

We are opposed to, and will seek to eliminate all forms of unlawful and unnecessary discrimination, and will comply fully with the provisions of the key Equal Opportunities legislation and the recommendations of Associated Codes of Practice.

We recognise that promoting equal opportunities is an ongoing commitment and therefore this policy and all systems and procedures associated with this policy will be subject to monitoring and review.

This document may be changed from time to time in line with current best practice and statutory requirements, and to ensure that business needs are met. Employees and volunteers will be consulted and advised of any changes as far in advance as possible of the change being made, unless the change is required by statute.

### 2 Scope of the policy

The policy applies to job applicants (both internal and external) and all employees and workers whether full time, part time, temporary, sessional, seasonal, voluntary or contract, and all members and trustees of the organisation. It is each person's obligation to be sensitive about the impact that s/he has on others and behave in a way that supports this policy when dealing with everyone that s/he comes into contact with as part of his/her employment or activity on behalf of Kirkhill Community Centre (KCC). This policy is not designed to discourage normal social relations among colleagues or with the public. This policy applies not only at the organisations premises but anywhere you are working or representing KCC as part of your employment or volunteering, and includes any social occasions organised by the organisation.

### 3 Responsibility

Each employee, volunteer, consultant, trainer, facilitator or KCC member or trustee is responsible for their own compliance with this policy.

Every volunteer and employee has personal responsibility for implementation of this policy although the Chairperson is responsible overall for the policy's day-to-day implementation.

Employees must not instruct or aid someone to carry out an act of discrimination, harassment or victimisation or condone discrimination, harassment or victimisation by others. You must report any incidents to the trustees.

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It is the responsibility of the trustees to monitor effectiveness, and to review and develop the policy where necessary. Monitoring and review will take place annually. Any doubts about the policy should be addressed to the trustees.

## **4 Raising a complaint**

Employees or others who feel they have been discriminated against should raise the matter with their line manager or the Chairperson. Initially they should aim to resolve the matter informally. It may be that discriminatory action is unwitting and easily resolved once the problem is clear.

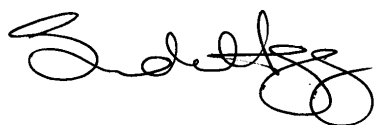
If they are dissatisfied with the outcome, or the complaint is very serious, or their line Manager or Chairperson is the cause of the complaint, the employee or other should raise the matter, in writing, as a formal grievance to the trustees.

Breaches of the Equal Opportunities Policy will be regarded as misconduct and could lead to disciplinary action against employees (up to and including dismissal), appropriate action against a member or trustee, termination of contracts for services of consultants or trainers, or withdrawal of volunteer agreements.

Implementation Date: 2 November 2015

Review Date: 2 November 2015

Signed:

A handwritten signature in black ink, appearing to read 'Sandra Hogg', with a stylized, cursive script.

Sandra Hogg  
(for and on behalf of the trustees )