

Sussex Community Rail Partnership CIC

Policy number: 21

Policy Title: Equal Opportunities Policy

1. STATEMENT OF INTENT

The Sussex Community Rail Partnership CIC (SCRP) will take positive action against discrimination in our areas of concern. We aim to ensure that no job applicant, Board member, staff member, volunteer, or organisation or individual who we work with or to whom we provide services and or information will be discriminated against by us on the grounds of: race, colour, nationality, ethnic or national origin, gender, by being a gay man, lesbian, bi-sexual or trans-sexual person, by reason of marital status, caring responsibilities, age, physical disability, learning difficulty, mental ill health, religion, lack of formal qualifications, class, lack of access to personal transport, employment status, unrelated criminal conviction, or by conditions of requirements which cannot be shown to be justifiable within the context of this Equal Opportunities Policy.

2. RECRUITMENT AND SELECTION

SCRP will strive by recruitment and selection to its Board, staff and volunteers to redress any imbalances in terms of equal opportunities as defined above, in so far as it is possible.

Before advertising any job vacancy a full job specification and person specification will be drawn up. This will identify the qualities and skills which are essential and those which are desirable. The specification, the application form and job advert will be reviewed to ensure that they do not include unjustifiable or non essential qualifications or experience.

Adverts, job descriptions and application forms will include the following statement:

"We want our organisation to be as diverse as the communities we serve. We welcome applications from all sections of the community."

A copy of this Equal Opportunities Policy will be sent to each applicant.

All job application forms will include the following explanation of the need for monitoring:

"SCRP is striving to be an Equal Opportunities organisation.

To ensure confidentiality, an envelope for return of the separate form will be included with information sent to each applicant.

All posts will be publicly advertised.

Members of the shortlisting/interviewing panel will be drawn from the SCRП Board and staff and shall have the power, in consultation with Board Members to co-opt further members wherever possible. All interview panels must include both men and women

The shortlisting/interviewing panel *must* consist of the same people throughout the recruitment process.

Candidates will be given feedback about their interview on request."

3. TRAINING

SCRP recognises the importance of training as a key factor in the implementation of an effective Equal Opportunities Policy.

4. EMPLOYERS' RESPONSIBILITIES

The Board of SCRП is responsible for implementation and monitoring of the Equal Opportunities Policy. (see below)

5. EMPLOYEES' RESPONSIBILITIES

Co-operation between staff and the Board is essential to a successful Equal Opportunities Policy and staff will be consulted on all aspects of the Policy and its implementation.

Employees will:

- a. Not discriminate against colleagues or users.
- b. Challenge all forms of discrimination from other staff, volunteers and service users and provide an account of all incidents to their line manager who will report to the Board.
- c. Operate the Equal Opportunities Policy.
- d. Attend Equal Opportunities training as required.
- e. Work to identify ways in which this policy can be made increasingly effective.
- f. Participate in monitoring of service delivery and employment practice.

6. LEAVE ENTITLEMENT

Major or religious festivals of an individual's own faith are recognised for leave purposes, in accordance with the terms of employment.

7. SERVICE PROVISION

SCRП recognises that in order for services to be relevant and accessible to all groups, positive measures need to be taken to counter institutional discrimination.

8. INFORMATION AND RESOURCES

SCRП will ensure that information and resources are accessible to all relevant groups

9. MONITORING AND EVALUATION

The purpose of monitoring is to examine whether our operation and services are appropriate to the organization and the whole community we aim to service, and if our Equal Opportunities Policy is being successful and effective in encouraging and facilitating the use of SCRП by those people discriminated against.

Equal Opportunities monitoring is the responsibility of the Board.

The following aspects of the Equal Opportunities Policy are initially identified for the purpose of monitoring:

Publicity – the content of advertisements and the media or method of advertising use.

Response to Advertising – monitor and recommend change if necessary.

Monitoring Forms – to record details and build up a picture of who is applying for work, and how successful disadvantaged groups are throughout the selection procedure. To build up longer term

statistics which will show how much progress SCRP is making towards its Equal Opportunities goal and to make recommendations of policy changes where necessary.

Training – to monitor the availability of training opportunities and review staff and Board Members’ training needs periodically.

Service Delivery Forms – use these to build up a picture of who or which groups use SCRP services and act on any suggestions or feedback.

Staff/Board Members Census – to record an annual census to see how much progress SCRP is making in implementing its Equal Opportunities Policy.

Status	Draft agreed by	Considered by Board	Final version approved	Review
Date	2014			Periodically
Date Reviewed	Reviewed By	Comments		
2 May 2019	Kirsten Firth	To include bi-sexual and trans-sexual people. To amend the equalities statement which appears on job adverts		