

Equal Opportunities

Policy Statement

ROC's policy is to treat all employees, volunteers, trustees, co-workers and job applicants equally regardless of gender, marital status, sexual orientation, ethnic origin, nationality, religion, age and disability. ROC is totally committed to both the principles and the implementation of equal opportunities, both in the provision of its care services and the employment of staff. ROC will not tolerate harassment or intimidation of any individual or group and will act promptly to investigate any complaints. ROC aims to ensure that all its policies, procedures and practices provide fair and equal treatment for all.

ROC requires all contractors, agencies, parents and friends wishing to work with the charity to be committed and act in accordance with the principles of equal opportunities.

ROC involves all service users, employees and volunteers to make this policy fully effective. This entails reviewing existing practices and procedures and where appropriate, taking corrective action and positive initiatives when necessary to eliminate discrimination and promote equal opportunities

In particular, at ROC:

- Discrimination on any grounds will not be practised nor tolerated.
- ROC is committed to challenge any form of discrimination it encounters.
- Any breach of this policy should be reported to the manager, breaches will be dealt with through the ROC Disciplinary procedure.

Definition

- ROC understands discrimination to mean the treatment of one person more or less favourably than another on the grounds of race, religion, sex, class, sexual orientation, age, disability or special need. Discrimination may be direct or indirect.
- Employees should note that an imposition of a condition or requirement which may adversely affect a section of people due to their ethnic origin, sex, marital status etc will be unlawful unless it is justified by business need. E.g. employing only female support workers may be legitimate in some circumstances. In all such cases Human Resources should be contacted. Where there is no justifiable business need this is classified as indirect discrimination.
- Direct discrimination is deliberate. Types of direct discrimination may be deliberately blocking a job application or training requirement. It may involve a team member being excluded in some way. Discrimination may occur by one person or involve a number of people all adopting the same behaviour.

Implementation

- ROC is an equal opportunities employer. Every employee of ROC has a personal responsibility for the implementation of this policy. Any instance of doubt about the implementation of this policy should be questioned and referred to management. Where special training requirements are identified the training request form should be completed and sent to Human Resources.

- The policy applies to the advertisement of jobs and appointment process, training, conditions of work, pay and to every aspect of employment. The policy also applies equally to the treatment of our service users.
- Any members of staff may use the grievance procedure to complain about discriminatory conduct. If the matter relates to bullying and harassment on the grounds of discrimination then the ROC Bullying and Harassment policy and procedure should be used.
- Where an employee is falsely accused of discriminatory conduct, then he or she can implement the ROC grievance procedure. Where it is found that an employee has made deliberate false allegations they will face disciplinary action.
- Employees who are disabled or become disabled in the course of their employment should inform Human Resources. They may also wish to advise of any reasonable adjustments to working conditions which they consider necessary or which they consider would assist them in the performance of their duties. Careful consideration will be given to any proposals of this nature and, where reasonable or reasonably practical, such adjustments will be made. There may however be circumstances where it will not be reasonable or reasonably practical for ROC to accommodate those proposals and where less favourable treatment may be justified in accordance with the statutory provisions

Monitoring

- All employees, volunteers and job applicants will be asked to complete a form denoting their gender, race, ethnic origin, and any disabilities. ROC guarantees that this information will be used solely for the purpose of monitoring the effectiveness of its equal opportunities policy.
- The equal opportunities policy will be monitored on a regular basis by the Senior Management Team. Where there are issues with the way the policy is working these will be reviewed

Positive Action

The composition of the workforce and of job applications will be monitored on a regular basis. Should inequalities become apparent, positive action will be taken to redress the imbalance, including such measures as:

- Advertising jobs in ethnic or gender specific publications
- Introducing assertiveness training
- Introducing English Language training
- Encouraging under represented groups to apply for suitable posts
- Making contact with disabled people via the job centre

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