



# Equal Opportunities Policy

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# Engage Liverpool CIC Ltd

## Equal Opportunities Policy

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# 1 This policy applies to

- All staff, paid or unpaid, Volunteers, Directors and Residents and Stakeholders.
- Groups and individuals present at venues Engage is using for its events.
- All aspects of recruitment, promotional, service provision, developmental and campaigning functions of Engage.
- Engage expects its membership to concur with and actively promote these objectives
- Agencies receiving or supplying services to Engage

**1.1** For the purposes of the policy Diana Heredia, Director of Engage Liverpool CIC Ltd, shall be the named person within the organisation responsible for Equalities issues.

## 2 Policy Statement

**2.1** Engage recognises that the United Kingdom is a society diverse in race, culture and interests and that this diversity is to be welcomed. We intend that all members of society should enjoy equal access to the opportunities available through the work of Engage. Our aim is that both as an organisation and service provider, we will be truly representative of all sections of society.

**2.2** Engage recognises that certain groups and individuals in society are oppressed and disadvantaged due to discrimination directed against them.

**2.3** Discrimination operates through commonly held assumptions and prejudices, which are reinforced by laws, rules and customs. This makes discrimination appear normal and inevitable. Discrimination works by stereotyping people into different roles, by treating some people worse than others, or simply by ignoring them.

**2.4** Engage is committed to opposing all forms of unlawful or unfair discrimination including that based on ethnicity, national origin, gender, disability, age, sexual orientation, marital status, class, housing status or religion.

**2.5** Engage recognises that the promotion of equal opportunities requires more than passive opposition to discrimination; we are therefore committed to taking positive action towards equality of opportunity. We further recognise that the limited resources and the operational needs of Engage may impose justifiable restrictions upon our ability to take such action. However, we will undertake regular monitoring and review the effectiveness of this Policy.



### 3 Equal Opportunities Policy Implementation

**3.1** Engage is committed to promotion of equal opportunities in all aspects of the operation of the organisation including management, recruitment and employment practices with both paid and unpaid workers, access to services, service provision and in the organisation's use of services.

**3.2** For further information on procedural issues this policy should be viewed in conjunction with the following policies; Recruitment, Harassment and Bullying, Inappropriate Behaviour, Family-friendly, Confidentiality, Advocacy In Action Equal Opportunities and that any breach of these shall be acted on in accordance with the Grievance, Complaints and Disciplinary Procedures.

**3.3** The Chair and Board of Directors shall ensure that the organisation acts in such a way that no individual or group referred to in this policy is discriminated against, in particular:

- By making arrangements to accommodate the needs of the individual including travel and care costs;
- By providing information in a way that is accessible to all;
- By meeting in premises with facilities which are physically accessible to those participating;
- By encouraging representation on the Board of all groups facing discrimination for whom the organisation is relevant;
- By monitoring the membership of the Board to ensure that it is diverse and representative of city centre residents. Where this is not the case, corrective action will be taken: in the short time through co-opting individuals from under-represented groups and in the long term by ensuring vacancies on the Board are advertised appropriately.
- By making training in discrimination awareness and equal opportunities available to all members of the Board and paid and unpaid staff.

### 4 The recruitment of paid and unpaid staff shall be undertaken in accordance with this policy, in particular

- By ensuring that posts are advertised in such a way as to encourage applications from groups experiencing discrimination;
- By preparing job descriptions which clearly set out what the worker is to do, and person specifications which recognise that relevant experience can be as valuable as qualifications or previous paid employment;
- By ensuring that in all selection procedures only factors relevant to the requirements of the post are taken into account, and that the spirit of the policy statement is adhered to;
- A copy of this policy is to be sent to prospective applicants for all posts.

### 5 The employment of paid and unpaid staff shall be undertaken in accordance with this policy, in particular

- By providing training relevant to the needs of staff and designed to enable them to carry out their jobs;
- By ensuring that any Board or staff member who, in the course of their work, displays attitudes contrary to this policy to any person whether by word, behaviour or other manner shall be liable to disciplinary action;
- By recognising and responding to the individual needs of staff, especially those who are carers or who have disabilities, and ensuring that, within available resources, the necessary support is provided to enable them to work effectively.

## 6 Harassment

Harassment of any kind will be considered a disciplinary offence. Harassment may involve derogatory or discriminatory remarks, ridicule, unwanted physical contact, and demand for favours or physical assault. Any behaviour which is offensive to a member of staff or which causes them to feel threatened or humiliated, or which undermines their work performance or job security is harassment. Any member of staff who seriously or repeatedly harasses another staff member or anyone else connected with the organisation will be liable to summary dismissal for gross misconduct. Similarly, any Board member or volunteer found to have breached the rules of this code of practice will be asked to resign.



## 7 Code of Behavioural Conduct

**7.1** All our paid Staff and Volunteers will receive equal opportunities training which will enable them to challenge discriminatory comments or behaviour by others. If someone persists in discriminatory comments or behaviour, the Chair may authorise withdrawal of contact from the person concerned. In some circumstances the Chair of the Board of Directors may authorise permanent withdrawal of contact from someone due to that person's discriminatory comments or behaviour.



## 8 Monitoring

**8.1** The Chair and Board of Directors shall regularly monitor and evaluate the effectiveness of this policy in achieving the stated aims. This process shall be undertaken at least annually, shall include the review of each component of the implementation policy, and shall seek the views of organisations representing the interests of those groups referred to in this policy.

