



Somerford ARC Community Centre

20 Southey Road, Christchurch, BH23 3EH
01202 470770/ info@somerfordarc.com

Equal Opportunities Policy

General Statement of Policy

Somerford ARC Community Centre is committed to equal opportunities in the working environment and service delivery. The Policies and Procedures of Somerford ARC Community Centre aim to promote an environment that is free from all forms of unlawful or unfair discrimination. Somerford ARC Community Centre promotes and values diversity of all people.

This Policy is to ensure no Trustee, employee, volunteer, applicant, or service user is indirectly or directly discriminated against.

This Policy is to be reviewed annually

1. Introduction

1.1. Somerford ARC Community Centre recognises that individuals and groups in society suffer discrimination and aims to ensure no applicant, employee, volunteer, or service user is discriminated against on the grounds of:

- Age*
- Caring Responsibilities
- Caste
- Class
- Gender reassignment*
- Marital status or civil partnership*
- Race*
- Philosophical views or beliefs (or lack of)
- Political persuasion
- Sex*
- Trade union activity
- Cultural origins
- Employment status
- Disability*
- Ethnicity
- Geographical location
- HIV status
- Nationality
- Religion (or lack of) *
- Pregnancy and maternity*
- Sexual orientation*
- Unrelated criminal convictions

*Protected characteristics as defined by the Equality Act 2010

1.2. Copies of the Somerford ARC Community Centre Equal Opportunities Policy will be available on request.

2. How you can be discriminated against

2.1. Discrimination can come in the following forms:

- **Direct discrimination** treating someone with a protected characteristic less favourable than others.
- **Indirect discrimination** putting rules or arrangements in place that apply to everyone, but that put someone with a protected characteristic at an unfair disadvantage.



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- **Harassment** unwanted behaviour linked to a protected characteristic that violates someone's dignity or creates an offensive environment for them.
- **Victimisation** treating someone unfairly because they have complained about discrimination or harassment.
- **Associative discrimination** direct discrimination against someone because they are linked or associated with another person who possesses a protected characteristic.
- **Perceptive Discrimination** direct discrimination against someone because others think they possess a protected characteristic, this applies even if the individual does not actually possess that characteristic.

3. Responsibilities

3.1. Appointed roles:

Trustees

- Trustees has primary responsibility for ensuring equal opportunities in service delivery and employment practice.
- To work with the Office manager implementing any proposed changes to the policy.
- Equal Opportunities will be an essential part of the induction of Trustees.

Office Manager

- Day to day responsibility for ensuring the Equal Opportunities Policy is adhered to in service delivery and employment practice.
- Communicate the Somerford ARC Community Centre Equal Opportunities Policy to all employees, volunteers, applicants, and service users using the handbooks, policies, notice boards, and written communication as appropriate.
- To review and update the Policy. Discussing any proposed changes in the Policy's contents and implantation with the Trustees.
- Ensure that disciplinary and grievance procedures incorporate principles of equal opportunity and non- discrimination.
- Regularly review procedures and criteria, including recruitment practices, terms and conditions of employment and hire, ensuring there are no potential discriminations.
- To keep up to date with the Law and aware of any changes.
- Provide training and guidance to enable employees and volunteers to carry out the Policy and provide specific training for relevant decision makers, including members of the Board of Trustees where appropriate.
- To periodically review their selection criteria for recruitment to ensure that they are related to job requirements and not unlawful discrimination.

Employees and Volunteers

- Employees and volunteers are expected to read and fully understand the expectations and follow the Somerford ARC Community Centre Equal Opportunities Policy.
- To report any concerns or actual discrimination.



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- Complaints from individuals or organisations about any appropriate concern or actual discrimination reported by employees and volunteers will not lead to disciplinary.
- Failure to adhere to the Somerford ARC Community Centre Equal Opportunities Policy will be cause for disciplinary action, which could lead to dismissal.
- Any employee or volunteer who feels s/he is suffering unequal treatment on any grounds may implement the Somerford ARC Community Centre grievance procedure.

4. Recruitment and Selection

- 4.1. We will endeavour through appropriate training to ensure that employees and making recruitment decisions do not discriminate, whether consciously or unconsciously, in making these decisions.
- 4.2. Promotion and advancement will be made on merit, and all decisions relating to this will be made within the overall framework and principles of the Somerford ARC Community Centre Equal Opportunities Policy.
- 4.3. Job descriptions and requirements will be reflected accurately in any personnel specifications and will be in line with this Policy.
- 4.4. Somerford ARC Community Centre will adopt a consistent, non- discrimination approach to the advertising of vacancies.
- 4.5. All applicants who apply for employment with Somerford ARC Community Centre will receive fair treatment and will be considered solely on their ability to do the job.
- 4.6. Shortlisting and interviewing will be carried out by more than one person.
- 4.7. Interview questions will be related to the requirements of the job and not be of a discriminatory nature.
- 4.8. We will not disqualify any applicant because s/he is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of the English required for the safe effective performance of the job.
- 4.9. Selection decisions will not be influenced by any perceived prejudices of other employees or volunteers.
- 4.10. Applicants on application will be asked to complete an equal opportunity monitoring form **APPENDIX 1**, and job description. Job descriptions will include a person specification, which will indicate the work experience, personal attributes, education, qualifications, and other factors essential for the performance of the job.

5. Service Provision

- 5.1. Somerford ARC Community Centre will work actively towards ensuring that our service and resources are relevant to all members and service users. We will examine each area of work to determine whether:
 - The service is offered in an accessible and relevant way.
 - Alternative methods would be more appropriate.
 - Additional services should be developed.
 - There are any practices/ procedures which are discriminatory.
- 5.2. All written resources for groups and individuals produced by Somerford ARC Community Centre will reflect the mixed community within which we work and stereotyped images of



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particular groups will not be reinforced. All employees, volunteers and members must ensure that their work reflects these principles.

- 5.3. Somerford ARC Community Centre recognises that pregnant women anyone acquiring a disability may need to change their work conditions and will do whatever it can to make those changes.
- 5.4. Service users must have easy access to Somerford ARC Community Centres services which may involve making materials available where appropriate in a variety of media. E.g. in large print or electronically. All printed material will be printed to a minimum of 10pt type.
- 5.5. Somerford ARC Community Centre recognises it will not be able to meet all the demands made upon its services.
- 5.6. Additionally, Somerford ARC Community Centre recognises there may from time to time be complaints against members of employees and volunteers or the service. A notice will be displayed in the general office, giving details on how a complaint may be made.
- 5.7. Somerford ARC Community Centre will consider flexible arrangements subject to operational requirements for employees and volunteers to undertake religious observances and to take religious holidays other than Christian ones.
- 5.8. Somerford ARC Community Centre will ensure that all of its premises are accessible to disabled people.
- 5.9. Language used in any communication will be appropriate to the intended audience. E.g. no jargon.

6. Purchasing

- 6.1. Somerford Arc Community Centre will try to ensure that the goods and services it offers are accessible to all groups. It will not knowingly receive or purchase goods and services from agencies which practice discrimination.

7. Training and development

- 7.1. As part of their induction new employees and volunteers this policy will be explained and its impact on the role being undertaken, and any training needs to be identified.

8. Selection for Redundancy

- 8.1. Somerford ARC Community Centre will ensure any criteria for redundancy will not differentiate against any personnel on grounds that constitute discrimination.

9. Representation

- 9.1. Somerford ARC Community Centre will ensure all Trustees, employees and volunteers who are off site representing our organisation commit themselves to the principles and good practice of this Policy.

10. Complaints

- 10.1. Any complaints (however minor they may appear) of discrimination covered by this Policy will be investigated.



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- 10.2. Complaints from employees should use the Somerford ARC Community Centre Grievance Policy.
- 10.3. Complaints from volunteers, Trustees, service users and third parties should use the Somerford ARC Community Centre Complaints Policy.
- 10.4. Any identified complaint will be communicated to the complainant, which may lead to action under the Disciplinary Policy.
- 10.5. Any identified complaint against a contractor could lead to termination.

Associated Policies and Procedures

- Harassment and bullying Policy
- Recruitment and Selection Policy
- Staff Training

Reviewed September 2020

Signed:

Print Name: Christine Hopkins

Role: Chairman

Date: 14-07-2020



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APPENDIX 1

Equal Opportunities Monitoring Information

Somerford ARC Community Centre is an equal opportunities organisation and aims to ensure that no service user, volunteer, job applicant or employee shall be directly or indirectly discriminated against on grounds including age, race, colour, nationality, religion, gender, disability, sexuality or marital status.

We would appreciate your co-operation in assisting us to monitor and implement our equal opportunity policy so that we can judge whether it is working or not and we therefore ask that you fill in the questions below.

It is not compulsory to supply this information. The information you provide will only be used to monitor the effectiveness of our procedures and will not influence your application or the service you receive.

Gender

Male

Female

Other
Please state.

Prefer not to say

Age

16-24 25-34 35-44 45-54 55-64 64+

Disability Do you have a disability?

Yes No Prefer not to say

If yes, what is the nature of your disability?

physical Mobility Hearing

Learning difficulty Visual Mental Health

Other
Please state.

The Equality Act 2010 defines a disability as 'a physical or mental impairment which has a substantial and long-term effect on a person's ability to carry out normal day to day activities.'

Sexual Orientation How do you identify your sexuality?

Heterosexual Gay/ Lesbian Bisexual

Prefer not to say

Other
Please state.

Race and Ethnicity How would you describe you race or ethnic group?

White
British Irish Scottish

Welsh

Other background
Please state.

Mixed

White & Black Caribbean White & Black African White & Asian

Other



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Please state.

Black or Black British

Caribbean African
Other

Please state.

Asian or Asian British

African Indian Pakistani Bangladeshi
Indian
Other

Please state.

Other Ethnic Group

Moroccan Arab Chinese Filipino
Arab Latino
Other

Please state.

Religion or Belief

Christian
Catholic Church of England Methodist
Protestant
Other

Please state.

Other Religion/ Belief

Buddhist Jewish Hindu
Sikh Muslim
Other

Please state.

Signature _____

date _____

Data protection: The information that you provide here will only be used for monitoring purposes. We will not pass the details recorded on this form to any other Organisation without your permission. We will not store your data for any longer than two years following termination with the organisation.