

Shoalstone Pool Limited

Equal Opportunities Policy And Codes Of Practice For Employees, Service Users, Visitors, Volunteers And Work Experience Placements

1. Purpose and Scope:

Equality of opportunity is recognised by the Board of Directors as a fundamental right of all employees, service users, visitors, volunteers and work experience placements. This Policy sets out the Board of Directors' aims and objectives in maintaining and promoting equality of opportunity as well as the responsibilities of various parties in its achievement.

Equality of opportunity is acknowledged by the Board of Directors to be a positive benefit by ensuring that its legal obligations are fulfilled and by recognising and utilising the range of backgrounds and talent available within the workforce and the community it serves.

Directors, employees, service users, visitors, volunteers and work experience placements should recognise that various Acts of Parliament and Codes of Practice, which carry with them both individual and collective legal responsibilities, underpin this policy.

2. Our commitment:

The aim of this Policy is to ensure that no employee, job applicant, individual user of its services, visitor, volunteer or work experience placement receives less favourable treatment on the grounds of:

- race, nationality, ethnic or national origin;
- gender, marital status or sexual orientation;
- caring responsibilities;
- age;
- physical or mental disability, mental health or HIV status;
- transgender status or identity;
- political affiliation or Trade Union membership;
- religion, belief, culture;
- class, economic status;
- unrelated criminal convictions.

The Board of Directors considers discriminatory practice in contravention of this Policy to be unacceptable. Such practices will result in disciplinary action being taken where appropriate.

3. Aims:

To promote the achievement of equality of opportunity, the Board of Directors will work towards achieving the following aims.

- to make available a copy of this policy to service users/visitors

- to promote non-discriminatory attitudes and practices
- to provide all new employees and volunteers with an introduction to this policy during their induction
- to ensure all policies and procedures reflect Shoalstone Pool Limited's commitment to equality of opportunity
- to provide an environment where individuals from a variety of backgrounds can flourish to the best of their ability
- to recognise and value the unique individuality of each member of the Board of Directors, employees and volunteers
- to encourage each member of the Board of Directors, employees and volunteers to acknowledge diversity and to respect and value others
- to influence others through good practice in service provision and employment
- to ensure equality, equity and consistency in working practices and conditions
- to make services and activities relevant and accessible as a right to current and future users
- to work towards Board of Directors, employees and volunteers better reflecting composition of the local population
- to encourage service users to be actively involved in the development and application of the Shoalstone Pool Limited's policies and practices
- to take prompt and appropriate action if anything occurs which contravenes its Equal Opportunities policy, particularly any incidents of discrimination by a member of the Board of Directors or employees
- to provide, when requested and where reasonably practicable, information about services and activities in alternative formats and languages to assist services users and visitors
- to encourage the recruitment and promotion of people from under represented groups.

4. Responsibilities for Equal Opportunities Policy:

All employees hold personal responsibility for the application of this Policy on a day to day basis and should not undertake any acts of discriminatory practice during the course of their employment. Similarly all employees have a responsibility to highlight any potentially discriminatory practice to the Board of Directors.

The Board of Directors holds responsibility for ensuring the practical application of this Policy and for the incorporation of its principles into all other Shoalstone Pool Limited's policies and procedures.

Service users, visitors, volunteers and work experience placements will be expected to recognise and comply with the principles set out in the Equal Opportunities Policy whilst on Shoalstone Pool Limited's premises. There is an expectation that employees, service users, visitors, volunteers and work experience placements will be respectful to all employees, service users, visitors, volunteers and work experience placements with which they have contact.

Directors, employees and volunteers will be provided with training to ensure they understand their responsibilities under the Shoalstone Pool Limited's policy.

5. Monitoring:

Monitoring and analysis of information will be carried out and will be coordinated by the member of the Board of Directors with responsible for Equal Opportunities compliance to ensure that the Shoalstone Pool Limited's aims are being met. As a minimum this will be on a half yearly basis.

To achieve this, information will be collected and maintained from all job applications and existing employees regarding gender, age, marital status, disability and ethnic origin. This information will be published in an annual report and made available to the Board of Directors on a regular basis.

Monitoring will also take place of the number of incidents, e.g. of complaints, grievances etc., where Equal Opportunities form part of the complaint/grievance. Relevant issues of disproportionality will also be monitored.

Monitoring will also take place of all services to identify any inequalities in content or participation, and to determine the steps needed to rectify them. This includes attention to publicity, environment, links with outside organisations and individuals. Every effort is made to ensure that, in maintaining these links, our policies and priorities are not compromised.

6. Advice and Complaints:

All employees have the right to seek redress should they consider they have been subjected to discrimination or harassment.

Complaints from employees or volunteers will normally be submitted in accordance with the Grievance Procedure.

Service users, visitors, volunteers and work experience placements have a similar right to seek redress should they consider they have been subjected to discrimination or harassment. In such cases they can use the Complaints Procedure.

Appendix A

Equal Opportunities Code of Practice: Recruitment Employment And Training

The Board of Directors is committed to developing and maintaining working environments and practices that ensure equality of opportunity in both the recruitment and advancement of employees and volunteers.

Recruitment and selection criteria and employment procedures and practices will be kept under review to ensure that internal and external individuals are recruited, selected, trained and promoted on the basis of their ability to meet the requirements of the job. Any person who may act as a Chair of a selection panel will have attended a formal recruitment and selection training to ensure that they understand and implement these procedures. As a minimum however one member of the interview panel must have completed such training.

All employees and volunteers will have an opportunity for training and development on the basis of individual ability in a way that complies with this policy and is relevant to the aims of Shoalstone Pool Limited.

Whilst taking resources into account the Board of Directors is committed to taking positive action to ensure that employees who become impaired while working for Shoalstone Pool Limited have the opportunity to continue in their job. The Board of Directors is committed to providing appropriate equipment and support for disabled employees and volunteers.

Equal Opportunities Code of Practice: The Provision of Services

The Board of Directors will attempt to create an environment that is accessible to all, and to provide its services in a way that most equitably and appropriately meets the needs of those who might wish to use them. Services and activities will be advertised in a way that includes or encourages participation and in a range of places to try and reach as many people as possible.

The Board of Directors will encourage user feedback and involvement in the development of services and activities to ensure a response to their needs. Users will be encouraged to become involved in the management of services.

Equal Opportunities Code of Practice: Board Of Directors

Any person nominated to the Board of Directors and all members of the Board of Directors will be treated equally.

Service users will be encouraged to become involved in the management of services through involvement in the Board of Directors. Recruitment procedures will be kept under review to ensure that the composition of the Board of Directors reflects that of the local population.

New members of the Board of Directors will be offered relevant training, including recruitment and selection and Equal Opportunities issues. Positive encouragement

will be offered to new members who wish to become involved in an area of particular interest to them.

Service on the Board of Directors is voluntary and unpaid, but members may be reimbursed for incurred expenses previously agreed and on production of appropriate receipts. Expenses may include the cost of travel, child or dependent care and telephone calls.

We seek to make all meetings of the Board of Directors and the Annual General Meeting as accessible as possible. Wherever possible, support will be provided to disabled members to enable them to participate fully in the management of Shoalstone Pool Limited.

Equal Opportunities Code of Practice: Children And Young People

Shoalstone Pool Limited is committed to providing services and activities that are relevant, welcoming, attractive and accessible to as many children as possible who might want to use them. Services and activities will be advertised in a range of places to try and reach as many children and young people as possible.

Appropriate equipment, materials and physical environment will be available and accessible, as far as possible, to meet the needs of all children. The contribution of other cultures will be acknowledged and a positive self-image of children from a variety of backgrounds will be promoted.

Shoalstone Pool Limited welcomes and will comply with its obligations under the Children's Act 1989 and will make all efforts to provide a safe environment for children to enjoy the facilities.

Behaviour/Harassment

We recognise that behaviour or language that is racist, sexist or demeaning to a person's self-confidence and sense of worth is unacceptable. We further recognise that harassment of employees, volunteers and service users is unacceptable. We will not tolerate harassment and are committed to stopping it since it is a barrier to achieving our commitment to equalities. All incidents will be taken seriously. We will develop and adopt a procedure by which action will be taken to address the alleged incidents.

Glossary of Terms

The term 'disability' covers physical and sensory impairment, learning difficulties and emotional distress.

The social model of disability is used in recognition that disability is not caused by the individual's particular impairment, but by the physical, environmental and attitudinal barriers that exist.