



# **Bexley Voice**

## **Bexley Parent Carer Forum**



## **EQUAL OPPORTUNITIES POLICY**

### **A) STATEMENT OF POLICY**

- 1) The aim of this Policy is to ensure that no job applicant, employee, worker, volunteer, parent, carer or professional is discriminated against either directly or indirectly on the grounds of age, disability, impairment, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.
- 2) The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
- 3) Bexley Voice will maintain a neutral working environment in which no employee or worker feels under threat or intimidation.
- 4) Breaches of the Bexley Voice Equal Opportunities Policy by employees will lead to disciplinary proceedings and, if appropriate, disciplinary action up to and including dismissal.

### **B) RECRUITMENT, SELECTION AND PROGRESSION**

- 1) No individual will be refused membership or trustee/volunteer/employment opportunities, based on the protected characteristics (outlined in 2) above.
- 2) The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
- 3) Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this Policy.
- 4) Job Descriptions, where used, will be drafted in line with the Policy. Job requirements will be reflected accurately in any Person Specifications.
- 5) Bexley Voice will adopt a consistent, non-discriminatory approach to job adverts.
- 6) All applicants who apply for jobs internally or externally will receive fair treatment and will be considered solely on their ability to do the job.
- 7) All employees involved in the recruitment process will periodically review their selection criteria to ensure they relate to the job requirements and do not unlawfully discriminate.
- 8) Short listing and interviewing will be carried out by more than one person.
- 9) Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
- 10) Bexley Voice will not disqualify any applicant because they are unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
- 11) Selection decisions will not be influenced by any perceived prejudices of other staff.

## C) COMPLAINTS

### Employees:

If an employee believes that they are being discriminated against or that the Equal Opportunities Policy is not being adhered to, they should raise a grievance in accordance with the Bexley Voice Grievance Procedure.

### Others:

If members, workers, volunteers, parents, carers or professionals believe that they are being discriminated against or that the Equal Opportunities Policy is not being adhered to, this should be brought to the immediate attention of the Chair of the Bexley Voice Trustees and the matter will be investigated fully.

## D) Member and Child's Personal Information

Bexley Voice is bound by the terms and conditions of our charity constitution and must employ this policy in accordance with our membership criteria. Bexley Voice will request member information to enable us to monitor this policy and to ensure that any barriers to equal opportunities are identified and removed.

Any information provided by members is confidential and, in order that Bexley Voice comply in full with Equal Opportunities/Non-discriminatory practice, in accordance with our grant and monitoring conditions, records are kept of all members and are maintained in accordance with the General Data Protection Regulations (GDPR).

In addition, all information held by Bexley Voice will remain confidential in accordance with the Bexley Voice Membership and Privacy Policies.

Document Name:	Bexley Voice Equal Opportunities Policy
Created Date:	November 2011
Reviewed Date:	Feb 2023
Next Review Date:	Feb 2025 The Bexley Voice Management Committee reserve the right to update or amend this policy at any time without notice.

**TEL: 07512 409936      EMAIL: [bexleyvoice@hotmail.co.uk](mailto:bexleyvoice@hotmail.co.uk)**

**WEBSITE: [www.bexleyvoice.org.uk](http://www.bexleyvoice.org.uk)      REG CHARITY NUMBER: 1142306**