

EQUAL OPPORTUNITIES POLICY

St Antony's Centre is committed to and actively encourages equality of opportunity for all people. This Policy has been revised to reflect the provisions within the Equality Act 2010 and the requirements on learning providers to comply with the Prevent duty 2015.

Statement of Policy

- a) St Antony's Centre will ensure that no job applicant, employee, learner or visitor receives less favourable treatment on the grounds of sex, race, colour, nationality, ethnic origin, marital status, disability*, age, part time or fixed term contract status, sexual orientation, gender reassignment, pregnancy, maternity or religion or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.
- b) The Centre will ensure that no job applicant, employee, learner or visitor suffers direct discrimination, discrimination by association, discrimination by perception, indirect discrimination, harassment or victimisation. The Centre regards discrimination as unacceptable conduct which may lead to disciplinary action under its Disciplinary Procedure.
- c) In the case of alleged harassment by a third party the Centre will take any and all reasonable steps to prevent any reoccurrence.
- d) The Centre is committed not only to its legal obligations but also to the positive promotion of equality of opportunity and access for all staff, learners and people engaged in Centre projects or activities.
- e) Under the Prevent duty, the Centre is committed to tackling extremism in all its forms to ensure that all staff, volunteers and learners are protected from extreme nationalist, religious, racist or other prejudices.
- f) All employees of the Centre will be made aware of the provisions of the policy and will be expected to comply with it at all times.

Signed:



Kevin Flanagan, Centre Director

Date: 08/12/23

Equal Opportunities Policy

1. Recruitment

- a) All employment paid or unpaid will be open to all people based on their ability to perform the post regardless of sex, race, colour, marital status, disability, age, part time or fixed term contract status, sexual orientation, gender reassignment, pregnancy, maternity or religion.
- b) All external or internal advertising of posts will reflect the Equal Opportunities Policy and provide clear and accurate information, where appropriate actively encouraging excluded groups to apply.
- c) All job descriptions and person specifications will only include requirements that are necessary and justifiable for the performance of the post.
- d) All selection will be conducted against defined criteria and deal only with the applicant's suitability for the post. Where it is necessary to ask questions relating to personal circumstances these will be related purely to functions that are intrinsic to the job and asked to all candidates.

2. Employment and Promotion

- a) St Antony's Centre will not discriminate on the basis of sex, race, colour, marital status, disability, age, part time or fixed term contract status, sexual orientation, gender reassignment, pregnancy, maternity or religion in the allocation of duties between employees employed at any level with comparable job descriptions.
- b) St Antony's Centre will put in place reasonable measures and/or adjustments within the workplace for employees with a disability or who become disabled during employment.

3. Training

- a) Staff and volunteer training will reflect the need to raise awareness of Equality and Diversity legislation and issues and the implementation of Equal Opportunities throughout the organisation.
- b) Employees will not be discriminated against from accessing training on the basis of sex, race, colour, marital status, disability, age, part time or fixed term contract status, sexual orientation, gender reassignment, pregnancy, maternity or religion.
- c) Staff will be made aware of their responsibilities under the Prevent duty, receive training and support to challenge extremist views and be made aware of the process for reporting concerns around vulnerability or exposure to extremism.

4. Projects

- a) All projects or schemes organised by or to which the Centre is party must comply with the provisions of the Equal Opportunities Policy.

5. Premises

- a) In any redevelopment of the centre facilities, full regard will be taken to ensure equality of access and participation by people with disabilities.

6. Monitoring

- a) The Director, Department Managers & Trustees will ensure that the Equal Opportunities Policy is kept under regular review and applied to all Centre activities, projects, staffing, marketing and recruitment.
- b) With the agreement of project clients, learners, staff and volunteers the Centre will record their details in respect of ethnic origin, sex, age, marital status and disability in order to monitor performance of the Equal Opportunities Policy, and where appropriate meet the requirements of external funders. All such information will be confidential and will at all times be obtained, held, used or disclosed in compliance with the Data Protection Act 1998.

7. Complaints/Appeal

- a) The Centre will not tolerate discrimination in any form against staff, volunteers, learners, visitors or clients.
- b) Learners, visitors and clients will be made aware of their right to complain in the event of any alleged discriminatory treatment. Such complaints will be treated seriously and thoroughly investigated.
- c) Under the terms and conditions of their employment, staff are entitled to appeal to the Director if they feel they have been suffered any form of discrimination. Complaints against staff will be dealt with under the Centre's disciplinary procedures.
- d) The Centre Director will deal with complaints quickly, sensitively, confidentially and impartially. In cases where a complainant may not wish to report to the Director they have the right to refer the matter to the Chair or the Centre Trustees.
- e) In all cases, the complainant has the right to appeal to the Centre Trustees if they are unsatisfied with the handling or outcome of their complaint.

*Under the Equality Act 2010 a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

~Under the Equality Act 2010 the protected characteristic of gender reassignment will apply to a person who is proposing to undergo, is undergoing or has undergone a process to change their sex.

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Person Responsible:	Director