



Equal Opportunities Policy

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Version Control

Version	Date Amended	Reason
DRAFT v1.0	05/04/22	Updated job titles & dates

1. General Statement

Survivors West Yorkshire is committed to the principle of equal opportunity both in its capacity as an employer and as a provider of services to others. Survivors West Yorkshire is dedicated to ensuring that all efforts are made to prevent discrimination or other unfair treatment against any of its staff, current clients of its service and potential clients of its service, regardless of race, gender, marital status, creed, caste, socio-economic status, religion, ethnic or national origin, sexual orientation, responsibilities for dependents, age, physical disability, immigration status, HIV status, drug using background, or any other criterion not relevant to the point at issue.

Survivors West Yorkshire is committed to ensuring equality of opportunity and to challenge prejudice and discrimination in a manner which aims to alter attitudes and behaviour.

Survivors West Yorkshire recognises that racism, sexism and other forms of prejudice exist in our society and that unfair discrimination is practiced against certain groups and individuals including victims of sexual violence-abuse.

We accept the statutory requirements for the elimination of unlawful discrimination and as such wholeheartedly adhere to its obligation under the Sex Discrimination Act (1975), the Equal Pay Act (1970), the Race Relations Act (1976), the Disabled Persons Employment Act (1958) and the Rehabilitation of Offenders Act (1974). There may, however, be exceptions as stated in The Sex Discrimination Act 1975 (S7(2)(e)) whereby the sex of the worker is a "Genuine Occupational Qualification" (GOQ).

Survivors West Yorkshire will strive towards facilitating a working environment and service which promotes equal opportunities to all of its staff and clients, free from all forms of discriminative behaviour, such as racism, sexism, heterosexism or homophobia.

Survivors West Yorkshire is committed to providing a service that is sensitive and appropriate to the needs of men and women; having experienced actual and/or threatened sexual abuse or rape, and as such strives towards tackling all forms of prejudice and discrimination. Survivors West Yorkshire recognises that equal opportunities are based not only on tackling discrimination but also in preventing the service from neglecting the needs of anyone it encounters and as such will strive to facilitate and promote engagement good practice.

2. Statement of Intent

As an employer and a provider of a service to the community, Survivors West Yorkshire accepts its responsibility to promote equal opportunities and challenge discrimination wherever it occurs. This document states the main responsibilities of this commitment and the actions to be taken in order to achieve equal opportunities.

The aim of this policy is to communicate the commitment of the service Director's and the Board of Trustees to the promotion of equality of opportunity at Survivors West Yorkshire and in all its dealing with its partners and stakeholders.

Employees of the service

All job applicants, employees and others who work for Survivors West Yorkshire will be treated fairly and will not be discriminated against on any of the grounds stated in this policy. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without lawful discrimination.

Survivors West Yorkshire recognises that operating an effective equal opportunities policy will help all those who work for us to develop their potential and the talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.

Survivors West Yorkshire recognises that the promotion of equal opportunities requires us to redress the effects of past discrimination by taking positive action in the field of training, the advertising of jobs and the provision of facilities and services to meet the specific needs of particular groups.

Persons engaged within Survivors West Yorkshire services

Survivors West Yorkshire is committed to promoting equality of opportunity for all persons engaged with its services.

Survivors West Yorkshire will strive to facilitate a harmonious, supportive and empowering environment in which all persons are treated with respect.

Survivors West Yorkshire will strive to prevent occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation.

Survivors West Yorkshire will fulfil all legal obligations under the equality legislation and associated codes of practice.

Survivors West Yorkshire's Board of Trustees and the entirety of the staff of the organisation will comply with our own equal opportunities policy and associated policies.

Survivors West Yorkshire will take lawful affirmative or positive action, where appropriate.

Survivors West Yorkshire will regard all breaches of the equal opportunities policy as misconduct which could lead to disciplinary proceedings.

3. Responsibility

The designed service 'Director' has the overall responsibility of effectively operating the equal opportunities policy. However, all employees, volunteers, student placements and service users have a duty as part of their involvement with Survivors West Yorkshire to do everything they can to ensure that the policy works in practice.

Monitoring of policies

Survivors West Yorkshire is committed to monitoring the effects of our policy and to reviewing it at regular intervals.

Existing procedures and criteria will be changed in the light of findings. We see the policy as one capable of developing to meet the challenge of changing circumstances and responding to changing needs.

4. Implementation

The designated service 'Director' has specific responsibility for the effective implementation of this policy.

Each director and employee of Survivors West Yorkshire also has responsibilities and we expect all our employees to abide by the policy and help create a progressive and positive equality environment.

In order to implement this policy we shall communicate it to employees, job applicants and relevant others (such as contract or agency workers).

Survivors West Yorkshire will incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff.

Equality training and guidance will be provided by Survivors West Yorkshire as appropriate.

Survivors West Yorkshire will ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques.

Equal opportunities notices will be incorporated into general communications practices, where appropriate.

Survivors West Yorkshire will strive to obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with the policy in their dealings with our organisation and workforce.

Survivors West Yorkshire will strive to ensure that adequate resources are made available to fulfil the aims of the policy.

5. Complaints

Employees who believe that they have suffered any form of discrimination, harassment or victimisation, are entitled to raise the matter to a Director.

All complaints of discrimination will be dealt with seriously, promptly and confidentially.

In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal under the following anti-discrimination legislation:

- The Sex Discrimination Act 1975
- The Disability Discrimination Act 1995

- The Race Relations Act 1976
- The Equal Pay Act 1970

However, employees wishing to make a complaint to a tribunal will normally be required to raise their complaint under our internal grievance procedures first.

Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially.

Victimisation will result in disciplinary action and may warrant dismissal. Complaints or allegations of an unfounded or malicious nature will also be treated as serious and may involve using the disciplinary procedure.

6. Recruitment and training opportunities

Survivors West Yorkshire ensures that recruitment and staff development programmes are open, accountable and in keeping with good equal opportunities practices.

Survivors West Yorkshire gives particular consideration to the training and development needs of under-represented groups and uses positive action in recruitment where necessary.

Survivors West Yorkshire ensures that training on equality is provided to all staff, volunteers and student placements.

As stated above all job applicants, employees and others who work for Survivors Manchester will be treated fairly and will not be discriminated against and decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination. However, recruitment and training will be based on developing effective methods or meeting the needs of particular groups.

7. Working Conditions

Maternity / Paternity / Foster or Adoption Leave

Survivors West Yorkshire recognises that pregnant women may need changes to their work conditions and will consider sympathetically any requests for such changes.

Any employee of Survivors West Yorkshire is entitled to the statutory rights of maternity, paternity or foster/adoption leave and pay.

Disabled Access

Survivors West Yorkshire will endeavour to ensure, as far as is practicable, that all its premises have disabled access.

When considering new premises, every effort will be made to ensure such premises are fully accessible.

Flexible Hours

Working hours and arrangements will, whenever possible, be flexible for both full and part-time employees with no qualifying length of service, to facilitate the caring for children and other dependents.

8. Sexual Harrassment

No employee, volunteer or client should be subject to sexual harassment. This is interpreted as unwanted behaviour of a sexual nature including:

- Verbal sexual abuse
- Physical contact
- Repeated remarks which an individual finds offensive.

If it has been made clear to the person concerned that their behaviour is unwelcome and they persist with it, then the client, volunteer or employee who is the recipient of the behaviour will be entitled to make a formal complaint.