

# *Navjivan Vadil Kendra*

Sayer Centre, Oxgate Lane, LONDON NW2 7 JN

## **EQUAL OPPORTUNITIES POLICY**

### **The Statement**

We believe that progress towards equality is progress towards our organisation's mission. We are committed to working towards equality in our internal operations and our products and services.

We believe in a service which promotes social justice and does not allow discrimination, either directly or indirectly, on the grounds of age, culture, disability, gender, race, marital status, nationality or ethnic origin, race, religion, sexual orientation or social class. In order to make equality of opportunities a reality, we are committed to it in the following areas besides many others:

Recruitment - Retention and - Progression of Staff

### **Implementation**

The success of an equal opportunities policy is enhanced by the systematic monitoring of its implementation.

### **Vacancy advertising**

The first stage in the implementation of this policy is the provision of informational literature, to as many prospective candidates as is possible. Such a procedure requires an analysis of the constituencies from which applications are invited.

Wherever possible, all paid and unpaid vacancies will be advertised simultaneously internally and externally.

Steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups internally and externally.

Wherever possible, vacancies will be notified to job centres, as well as to minority press/media and organisations.

All vacancy advertisements will include an appropriate short statement on equal opportunity.

### **Selection and recruitment**

The second stage will scrutinise the process of selection of the candidates for offer/interview from amongst all those who submit applications. Selection should be an objective exercise, based on the information contained in the application forms, undertaken without prejudice by the selector. The process of monitoring needs to be reflective and avoid over-simplistic interpretation of statistics.

Selection criteria (job description and employee specification) will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

Wherever possible, more than one person must be involved in the selection interview and recruitment process, and all should have received training in equal opportunities.

Wherever possible, women, minorities and disabled persons will be involved in the shortlisting and interviewing processes.

Reasons for selection and rejection of applicants for vacancies must be recorded.

### **Positive action - training, promotion and conditions of service**

Underrepresented groups will be encouraged to apply for training and employment opportunities.

Wherever possible, special training will be provided for such groups to prepare them to compete on genuinely equal terms for jobs and promotion. Wherever necessary, use will be made of lawful exemptions to recruit suitably qualified people to cater for the special needs of particular groups.

Wherever possible, efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged and/or underrepresented groups.

### **Personnel records**

In order to ensure the effective operation of the equal opportunity policy (and for no other purpose) a record will be kept of all employees' and job applicants' gender, racial origins and disability.

Where necessary, employees will be able to check/correct their own record of these details. Otherwise, access to this information will be strictly restricted.

Such records will be analysed regularly, and appropriate follow-up action taken.

### **General**

The objectives of this are to:

Ensure that the charity has access to the widest labour market and secures the best employees for its needs.

Ensure that no applicant or employee receives less favourable treatment, and that, wherever possible, they are given the help they need to attain their full potential to the benefit of the charity and themselves.

Achieve an ability-based workforce, which is in line with the working population mix in the relevant labour market areas.

The co-operation of all employees is essential for the success of this policy. However, ultimate responsibility for achieving the policy's objectives, and for ensuring compliance with the relevant Acts of Parliament as well as the various Codes of Practice, lies with the charity. Behaviour or actions against the spirit and/or the letter of the laws on which this policy is based will be considered serious disciplinary matters, and may, in some cases, lead to dismissal.

### **Harassment**

It will be made clear to all paid employees and volunteers that abuse, discrimination or harassment on grounds of disability, race, gender or sexuality is a serious disciplinary offence and will be regarded as acts of gross misconduct under the disciplinary procedures.

### **Service Users and Joint Working**

As a service provider we will strive to ensure that we provide quality services, which meet the needs of the community. We will also ensure marketing and promotion is accessible to a wide range of our client group/markets.

We would work in partnership and would ensure that our partners adopt a similar ethos. Whenever possible we will try to respond to current and changing needs. This will include seeking the news of both existing and potential users on ways of improving the quality and relevance of our services. This will affect the areas of our services, publicity language, teaching and learning materials, the environment and the use of resources and management practice.

### **Volunteers**

The volunteers will give their services in accordance with this Equal Opportunities Policy and any Volunteer Policy, which is in force.

### **Monitoring**

The management committee will have the final responsibility for evaluating policies, practices and procedures from an Equal opportunities and Diversity perspective which will involve monitoring the composition of job applicants, staff, volunteers, service users and committee members.

All staff and management will have responsibility for policy implementation and review.

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President

Secretary