

PROJECT | 21

ACTIVITIES | CLUBS | EVENTS
FOR PEOPLE WITH DOWN'S SYNDROME

Policy Document Number 14

Policy Owner: Project Manager

Policy Appeal to: Trustees

Date: March 2023

Review date: March 2025

EQUAL OPPORTUNITIES POLICY

- We recognise that discrimination is unacceptable and we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.
- The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of:
 - Age
 - Race
 - Sex
 - Gender reassignment
 - Disability
 - Religion or Belief
 - Sexual Orientation
 - Marriage or civil partnership
 - Pregnancy and maternity
- We will ensure that the policy is circulated to any agencies responsible for our recruitment, communicated to all private contractors, and a copy of the policy will be made available for all employees and made known to all applicants for employment.
- The policy will be implemented in accordance with the appropriate statutory requirements and account will be taken of any relevant Codes of Practice.
- We will maintain a neutral working environment in which no employee or worker feels under threat or intimidation.

- We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not unlawfully discriminate, whether consciously or unconsciously.
- 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.
- Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
- We will adopt a consistent, non-discriminatory approach to the advertising of vacancies and will not confine our recruitment to areas or media sources which provide only, or mainly, applicants from a particular group.
- All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
- Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
- We 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 or numeracy, required for the safe and effective performance of the job.
- Selection decisions will not be influenced by any perceived prejudices of other staff.