

EQUAL OPPORTUNITIES POLICY

INTRODUCTION

We are an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no applicant or member of staff receives less favourable treatment on the grounds of disability, age, sex, marital status, sexual orientation, race, colour, nationality, ethnic or national origins, religion or belief, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All employees are covered by this policy and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

The Management team has particular responsibility for implementing and monitoring the Equality and Diversity in Employment Policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination. The Registered Manager is responsible for the review of this document annually or when there is a change of legislation and supported by our external specialist recruitment consultant.

All employees, workers, volunteers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Company.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our Company as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination, and providing equality of opportunity lies with managers and coordinators, individuals at all levels

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have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the organisation.

OUR COMMITMENT AS AN EMPLOYER

- To create an environment in which individual differences and the contributions of our staff are recognised and valued.
- Every employee, worker, volunteer or self-employed contractor is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff and volunteers.
- Equal opportunities training available for Managers
- Equality in the workplace is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.
- To ensure that all recruitment and selection processes are carried out in line with this policy.
- To monitor the Equality and Diversity levels within the organisation and seek advice from relevant organisations when required.

OUR COMMITMENT AS A SERVICE PROVIDER

- We aim to provide services to which all clients are entitled regardless of race, religion, belief, gender, marital status, disability, offending past, caring responsibilities, social class or age.
- We will make sure that our services are delivered equitably and meet the diverse needs of our service users and clients by assessing and meeting the diverse needs of our clients.

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- This policy is fully supported by senior management and has been agreed with employee representatives
- This policy will be monitored and reviewed annually.
- We have clear procedures that enable our clients, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.
- A detailed action plan in the full version of this policy sets out how we are implementing these processes.
- Breaches of our equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings.

EQUAL OPPORTUNITY POLICY STATEMENTS GENDER

We will:

- Challenge discriminatory assumptions about women and men;
- Take positive action to redress the negative effects of discrimination against women and men;
- Offer equal access for women and men to representation, services, employment, training and pay and encourage other organisations to do the same; and
- Provide support to prevent discrimination against transsexual people who have or who are about to undergo gender reassignment.

AGE

We will:

- Ensure that people of all ages are treated with respect and dignity;
- Ensure that people of working age are given equal access to our employment, training, development and promotion opportunities; and
- Challenge discriminatory assumptions about younger and older people.

RACE

We will:

- Challenge racism wherever it occurs;
- Respond swiftly and sensitively to racist incidents; and

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- Actively promote race equality in the organisation.

EX-OFFENDERS

We will:

- We will prevent discrimination against our employees to (except where there is a known risk to children or vulnerable adults).

DISABILITY

We will:

- If possible, we will provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities;
- Challenge discriminatory assumptions about disabled people; and
- Seek to continue to improve access to information by ensuring availability of: loop systems; Braille facilities; alternative formatting; and sign language interpretation.

RELIGION AND BELIEF

We will:

- Ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible;
- Respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

EQUAL PAY

We will:

- Ensure that all employees, male or female, have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.

EQUALITY AND DIVERSITY POLICY

Introduction

This document outlines the policy that must be strictly adhered to by every

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employee. All breaches of this policy will be investigated and, where appropriate, disciplinary procedures followed.

Equal Opportunities

Relates to treating people the same, although they may belong to certain groups. Equal Opportunities in particular relates to a Legal Framework, which makes it illegal to discriminate against people because they belong to particular groups.

Diversity

Diversity is a broader concept that builds upon the progress made through equal opportunities. Everyone is different and diversity is about recognising, respecting and valuing the differences we each bring to work.

Equal opportunities and diversity work together by addressing the inequalities and barriers faced by people in under-represented groups and by valuing, learning and benefiting from the diverse cultures in society and our staff.

General Statement of Policy

Youth Ngage's policy is that no employee or prospective employee will receive less favourable treatment or is disadvantaged by any circumstances, conditions or requirements that cannot be justified.

The Policy Statement

It is recognised that people are discriminated against, therefore we will make every effort to ensure it will not unreasonably exclude any individual from access to any activities, goods, facilities or services, or any employment opportunities, that we offer.

As an employer committed to equality and diversity in all its practices the organisation recognises that groups and individuals are discriminated against on the basis of age, gender, ethnic origin, race, nationality, colour of skin, sexuality, impairment (physical, sensory or learning), physical appearance, marital or other life status, religious or political belief and other differences that cannot be justified.

Every employee is entitled to expect equality of opportunity in all aspects of their employment included in employee's terms and conditions.

Every potential employee/volunteer is entitled to expect the recruitment process to be free of all unreasonable barriers

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All employees/volunteers of Youth Ngage shall be made aware of this policy and its implications for them.

What we expect from our Employees

Whilst the responsibility for creating and monitoring a culture of equality of opportunity rests with this organisation, the success relies on each employee playing their part.

Employees have a number of responsibilities; many of which are directly related to their jobs, but the following are general instructions that apply to everyone:

Every employee shall comply with measures that are introduced to ensure equality of opportunity and non-discrimination. Training appropriate to each employee's role will be provided.

Those individuals responsible for other employees are not to discriminate when applying processes relating to the training, advancement, performance management, transfer, redeployment, discipline, retirement, dismissal or redundancy, benefits, facilities and services

No employee shall victimise an individual on the grounds that they have made complaints or provided information about discrimination or harassment.

No employee shall harass, abuse or intimidate another employee on any grounds.

Publicising and Advertising Vacancies

All vacancies shall first be advertised internally in the first instance; if no internal candidate is appointed then the post shall be advertised externally.

All recruitment material and processes, including advertisements will be available, or be offered, in a variety of media that reflects the basic requirements of the post.

Youth Ngage shall made use of local media and social media.

Potential applicants shall be given clear and accurate information about posts through a job description and person specification that includes only requirements that are necessary and justifiable for the effective performance for the job.

Advertisements in printed media shall adhere to clear print guidelines.

All recruitment advertisements shall draw attention to Youth Ngage's Equal Employment Opportunity Policy, its status as a disability Symbol user, and that any

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applicant for a post who wishes to declare that they have a disability and who satisfies the job description and person specification will be offered an interview.

Recruitment

Recruitment practice and procedures shall be as open and as barrier free as possible.

- **Application forms** and other supporting material shall be free of personal questions or requests for information from which inferences could be drawn as to the status of an individual that are irrelevant to the job description.
- **Selection Criteria** shall be kept under review to ensure that they are justifiable for the effective execution of the job.
- **More than one person shall be involved in shortlisting and selection** for interview, and all involved shall have received training in equality and diversity.
- **Assessment Centres** shall be conducted on an objective basis and shall deal only with the applicant's suitability for the job and ability to meet the job requirements.
- **Questions and selection tests** shall relate to the requirements of the job and shall be carried out by staff trained in carrying out the tests and the assessment of re
No applicant shall be disadvantaged by an interview's timing, location or facilities.
- **Reasons for selection or rejection** of applicants shall be recorded.
All applications shall be subject to a confidential monitoring system using only the approved form.
- Any applicant for a post who wishes to declare that they have a disability and who satisfies the job description and person specification will be offered an interview. A statement to this effect shall appear in recruitment material and any advertisement.

TRAINING

Youth Ngage's policy of equality extends to training; this covers its general training programme and training in risk assessment, safeguarding, health & safety and equality and diversity training.

Each employee has the right to expect not to be unreasonably discriminated against, either directly or indirectly, in the opportunities to be trained, in how it is provided, where it is provided and through what medium

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All new employees shall receive induction training within one month of starting work to give them a good understanding of the organisation and its policies and practices

Regular and appropriate training will be provided to all staff to enable them to perform their jobs effectively and to ensure that they have the best opportunities for advancement.

Where relocation or redeployment is being considered, re-training will be discussed with the individual concerned and if found to be necessary and appropriate will be agreed in advance of any decision being taken.

All staff involved in selection or interviewing shall be trained to ensure that appointments are made on an objective basis.

Personnel involved in management, selection and dealing with the public shall be trained and receive guidance in the law, best practice and organisational policy, their own personal responsibilities and corporate liability under the law and the nature and effect of both reasonable and unreasonable discrimination.

TERMS AND CONDITIONS OF EMPLOYMENT

Staff facilities and services shall be equally available to all employees and where, for reasons of space and cost, this is not being achieved, reasonable alterations will be made.

Contracts and Terms and Conditions of employment shall be made available in a variety of media and positive consideration will always be given to requests for them in other formats.

MONITORING

The Project Director is responsible for monitoring the effective implementation of the Equality & Diversity Policy with overall responsibility for its implementation and supervision remaining with the Agency.

All aspects of Personnel policies and procedures shall be kept under review and as part of this, and in order to identify the effectiveness of Policy implementation, an

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anonymous and confidential record maintained giving a profile of Youth Ngage's staff make up. A voluntary monitoring form shall be issued with every application form with a separate and identifiable envelope for its return with the application. The Human Resources Team shall ensure that they remain un-opened until a successful appointment has been made. The information will then be logged for monitoring purposes.

The employee audit will be carried out annually, normally in May to establish the composition of the work force.

Employees are entitled to access, check, correct and up-date their own record of these details. Otherwise access to this information shall be restricted and controlled by the Human Resources Team.

There will be a regular disability, ethnic and gender monitoring of all applications received and when there is a shortfall, we will look to addressing same were

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Responsible Person	Yetunde Adeola
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