

Contact a Family

EQUAL OPPORTUNITIES POLICY

Statement of Commitment

Contact a Family is committed to the policy of equal treatment of all employees, volunteers, applicants, service users, suppliers and all associated with the activities of the organisation.

All employees and volunteers are required to comply with the organisation's equal opportunities policy, as well as the Codes of Practice issued by the Equal Opportunities Commission, the Commission for Racial Equality, under the Disability Discrimination Act and, in Northern Ireland, the Fair Employment Commission.

All employees and volunteers are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995, the Sex Discrimination (Gender Reassignment) Regulations 1999 and, in Northern Ireland, the Fair Employment Act 1989 and Fair Employment and Treatment Order 1998.

Contact a Family recognises the right of an employee to belong to, or not to belong to, a trade union and membership or non-membership of such will not be taken into account in any way during the employment of the individual.

Definition

Specifically discrimination is prohibited in:

- (i) treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation, disability, age or membership or non-membership of a trade union, less favourably than others
- (ii) expecting an individual solely on the grounds stated above to comply with requirements for any reason whatsoever related to their employment, which are different to the requirements for others
- (iii) imposing on an individual requirements that are, in effect, more onerous on that individual than they are on others, e.g. applying a condition, not warranted by the requirements of a job or project that make it more difficult for members of a particular race or gender to comply with
- (iv) victimisation of an individual
- (v) harassment and/or bullying of an individual by whatever means, including e-mail
- (vi) any other act, or omission of an act, that has as its effect the disadvantaging of an individual against another, or others, purely on the above grounds.

Application of the Policy

Contact a Family's Equal Opportunities Policy will apply in the following circumstances:

- (i) recruitment of employees and volunteers
- (ii) terms and conditions of employment
- (iii) access to training opportunities
- (iv) disciplinary action
- (v) service delivery to families
- (vi) recruitment of suppliers
- (vii) promotion of the organisation and its work

In all instances where employees are required to make judgements of other employee/volunteers it is essential that merit, experience, skills and temperament are considered as objectively as possible and are the sole grounds for such decisions.

Contact a Family will immediately investigate any claims of discrimination on the above grounds and, where proven, appropriate action will be taken. This will include:

- (i) disciplinary action against an employee
- (ii) ending the services of a volunteer
- (iii) restitution, e.g. in the form of a written apology

For all recruitment opportunities, Contact a Family will advertise in a range of media to ensure that access to such opportunities is maximised.

Monitoring

Contact a Family will provide regular monitoring reports to the Equal Opportunities Working Group to support its equal opportunities policy. This will include:

- (i) a summary analysis of all applicants for jobs by ethnic origin, gender, disability, age and media used
- (ii) a summary analysis of successful applicants for jobs by ethnic origin, gender, disability, age and media used
- (iii) a summary analysis of all families using Contact a Family's services (giving due regard to the requirements of the Data Protection Act and our Confidentiality Policy)
- (iv) a summary analysis of volunteers by ethnic origin, gender, disability and age
- (v) reports of discrimination and the action taken to resolve it