

WARWICK ROAD UNITED REFORMED CHURCH

EQUAL OPPORTUNITIES POLICY

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1 INTRODUCTION

- 1.1 The United Kingdom is socially diverse and we believe that no person should suffer oppression, disadvantage or lack of opportunity based on gender, colour, culture, beliefs, religion, disability, sexuality, age, class, geographical location, health, employment status, or any other perceived difference.

2 POLICY STATEMENT

- 2.1 We are committed to providing equal opportunities in all areas in which we are involved and for all with whom we are in contact. In pursuit of this we will promote equal opportunities for those who work for us or visit us, and encourage others we come into contact with to do likewise.
- 2.2 Employment may be restricted to people with appropriate religious beliefs only when, in the case of the post on offer, this is essential for the preservation of the ethics of the Church or the efficiency of joint working with partner churches.

3 EQUAL OPPORTUNITIES & EMPLOYMENT

3.1 Recruitment of Salaried Staff

3.1.1 Advertising

- i) All vacant posts must be advertised unless redeployment or joint arrangements with partner churches is being fostered.
- ii) An Equal Opportunities Policy Statement, possibly in abbreviated form, must be placed prominently in all advertisements.
- iii) Advertisements must be brought to the attention of the widest range of people possible using all the most appropriate means. Consideration should be given to ensuring that particular groups of people are not excluded.
- iv) The wording of advertisements must be unambiguous and able to be easily understood; salaries, job titles and hours of work must be clearly stated.
- v) Salaries must be stated in monetary terms.
- vi) Only those requirements / criteria which are relevant to the job should be included.

3.1.2 Job Description

- i) There must always be a job description; its wording must be unambiguous and able to be easily understood.
- ii) An Equal Opportunities Statement must be incorporated into the job description.

3.1.3 Personnel Specification

- i) This must be written as a direct extension from the job description and must link specifically to tasks identified.
- ii) The experience, qualifications, personal qualities and attributes listed must be justifiable. Skills or qualifications which are not relevant to the post must not be asked for.
- iii) Where qualifications are asked for, the words "or relevant" must be added.
- iv) Where appropriate to the job, enquiries will be made to ensure that applicants have no record which would exclude them from the post.

3.1.4 Application Form

- i) Application forms should not request information that is not relevant to the post.
- ii) Application forms should include a specific request for information from applicants concerning facilities which they may require to enable them to attend for interview, (e.g. facilities required because of a disability).

3.1.5 Shortlisting

- i) All members of the interview panel must be involved in shortlisting (unless a replacement member is unavoidably required at short notice).
- ii) The process of shortlisting must be conducted in accordance with the personnel specification.
- iii) Applicants who wish to know why they were not selected must be told.

3.1.6 Interviewing

- i) The interview panel for all posts must, as far as is possible, reflect a varied perspective, having regard to gender, ethnicity, disability, etc.

- ii) All members of the panel must show commitment to equal opportunities and must be conversant with the Code of Practice and with the Equal Opportunities Policy.
- iii) Reasons for decisions made must be recorded. All candidates will be notified as soon as possible of the outcome of their applications.

3.1.7 Application Forms

- i) Application forms for those not appointed must be kept for one year. Application forms for those appointed must be kept for the duration of their appointment and for three years after their appointment is terminated.

3.1.8 If it is suspected that discrimination has occurred at any point during the recruitment process, no job offer can be made until the issue is resolved.

4 EQUAL OPPORTUNITIES & CONDITIONS OF WORK

4.1 General

4.1.1 As part of their induction all employees must receive a copy of this document, including the Equal Opportunities Statement.

4.2 Facilities on the Premises

4.2.1 Certain groups or individuals may have a need for specific facilities. We will endeavour to ensure that such facilities are made available.

4.3 Individual Needs

4.3.1 Recognition and consideration must be given to people who have individual needs, e.g. child care, religious observations, regular medical treatment, etc. A flexible approach to working hours and to the taking of leave should be exercised subject to the requirements of the post.

4.4 Material on Display

4.4.1 Material which is racist, sexist or can be demonstrated to be offensive, must not be displayed.

5 EQUAL OPPORTUNITIES & SERVICES

- 5.1 Services provided should reflect the differing needs of the people who use them. Everyone will receive equality of consideration when using or seeking these services. The right to equality of consideration must be made clear in all publicity and promotional material.
- 5.2 We recognise that on some occasions it may be necessary to publish written material in forms which are appropriate to the needs of individuals, such as in Braille or in audio form. A decision will be taken according to the circumstances of each particular case.
- 5.3 People should be made aware of their right to complain if they feel they have been unjustly treated, and that there is a Complaints Procedure which will be followed when a complaint is made.
- 5.4 We will withhold services and facilities from any individual, organisation or group which can be demonstrated to be wilfully sexist, racist or in any other way discriminatory.

6 EQUAL OPPORTUNITIES & CONTRACT COMPLIANCE

- 6.1 In choosing and maintaining suppliers and contractors, we will be mindful of any known policy of discrimination or discriminatory practises on the part of the supplier or contractor and, where possible, will choose, maintain and enter into arrangements with suppliers and contractors who pursue non-discriminatory practises.

7 EQUAL OPORTUNITIES & TRAINING

- 7.1 We recognise the need for and will provide equal opportunities training to staff (paid or unpaid) and office holders as necessary.