

## Equal Opportunities Policy Rorys Well

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### Statement of Intent

This policy is designed to ensure that Equal Opportunities Practice is reflected throughout Rory's Well activities.

Rory's Well is committed to ensuring fairness in all aspects of our work. We will not accept any form of discrimination, either directly or indirectly against any trustee, volunteer or member of staff.

We will not tolerate discrimination or harassment by any of our trustees, volunteer or employees and any acts of deliberate discrimination will be dealt with as a disciplinary matter.

### Responsibility

Rory's Well expects professional standards of behaviour from all of its trustees and volunteers. You are responsible for implementing Rory's Well Equal Opportunities Policy and must act at all times in accordance with it and equal opportunities legislation.

Trustees are responsible for all Employers' Responsibilities (if any) and for ensuring the overall implementation of the Policy.

### Staff/Volunteers

Training and development will be available to all volunteers in order to perform their role and responsibilities.

Volunteers will be given equal opportunities to progress within the charity and, where appropriate, may be offered training to meet their full potential.

Rory's Well will actively encourage any member of staff who feels they have been discriminated against or have been subject to harassment, to bring this to the attention of any trustee without fear of reprisal.

### Equal Opportunities in Staff Recruitment and Selection

Rory's Well has an open policy of recruitment for all potential trustees or volunteers.

Rory's Well recognises its responsibility to ensure that no applicant receives less favourable treatment.

The Equal Opportunities Policy will be made available to all job applicants and to employees.

Application forms will be used to ensure that the same information is obtained from all job candidates.

Person Specifications detailing essential selection criteria will be drawn up for all vacant posts to enhance objective selection and will be used to shortlist candidates.

Interviews will be structured to obtain information, which is relevant to the selection criteria, and a record will be made of all interviews.

A positive attempt will be made to provide necessary facilities for anyone who requires special work arrangements as a result of disability.

Rory's Well will ensure that staff involved in interviewing and selection are given training to avoid discrimination in these processes.

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### **Review**

The trustees will consider annually what proactive steps Rory's Well is able to take to implement this Equal Opportunities Policy.

Rory's Well recognises its obligation under the Sex Discrimination Act 1975, the Equal Pay Act 1970, the Race Relations Act 1976, the Disabled Persons Employment Act 1958 and the Rehabilitation of Offenders Act 1974.