

Equal Opportunities Policy

Policy Adopted by Charity Trustees on: 09.03.2016

Policy Last Reviewed on: 24.04.2023

Policy Due for Review on: 24.04.2025

Introduction

This paper sets out the ACE Cardiff policy on equal opportunities and establishes a code of practice.

The aims of this policy and code of practice are to ensure that:

1. No job applicant, employee or volunteer will receive less favourable treatment on grounds such as race, sex, colour, religion, physical disability or illness, sexual orientation, gender identity, age, marital or economic status.
2. No job applicant, employee or volunteer will be placed at a disadvantage by conditions or requirements which adversely affects one group more than another and cannot be strictly justified in terms of the requirements of performing the job.
3. All employees and volunteers are free from harassment and discrimination.
4. Positive action is taken to ensure all job applicants, employees, and volunteers' equality of opportunity.
5. ACE Cardiff personnel reflect the diversity within society.
6. Information about all our aims and activities is made widely available, including translation into different languages, if required and as far as resources allow.

Equal treatment for employees, volunteers, and beneficiaries

1. No employee or volunteer will be placed at a disadvantage by conditions or requirements which adversely affect one group more than another and cannot be strictly justified by the requirements of performing the job.

This principle will apply in respect to all conditions of work.

2. ACE Cardiff is committed to equal pay for work of equal value. Female and male members of staff will be paid the same if they do work which is the same or of broadly similar nature or is rated equivalent or of equal value. Such is our legal obligation under the Equal Pay Act 1970 and the Equal Pay (Amendment) Regulation 1983.
3. Part-time staff at ACE Cardiff shall be accorded the same rights and entitlements as full-time staff.
4. As far as resources and the fulfilment of organisational aims shall allow, ACE Cardiff is committed to flexible working patterns to enable staff with children, responsibility as carers, public duties, religious commitments, or educational commitments to fulfil these duties.
5. Volunteers at ACE Cardiff shall be accorded the same respect and dignity as paid members of staff. ACE Cardiff recognises that there will always be inequities of power, responsibility and income between paid staff and volunteers, but is committed to ensuring that the involvement of volunteers is carried out in a non-discriminatory, non-exploitative manner. We are committed to ensuring that volunteers have an effective voice and effective representation within the office and that their contribution to the organisation is acknowledged.

Employment Practices

Recruitment and Selection

- No person applying for a job or a volunteer position at ACE Cardiff will be treated less favourably than another on the grounds of race, sex, religion, physical disability or illness, sexual orientation, gender identity, age, marital or economic status.
- No employee or volunteer will receive less favourable treatment on grounds such as race, sex, religion, physical disability or illness, sexual orientation, gender identity, age, marital or economic status.
- Applicants will not be placed at a disadvantage by means of race, sex, religion, marital or economic status at paper application stage.
- All staff vacancies will have the potential to be filled by two people working on a job share basis at the discretion of the Charity Trustees.
- The disclosure by any job applicant or prospective volunteer of a criminal conviction will not necessarily exclude them taking up a post at ACE Cardiff. If applying for a role exempted from the Rehabilitation of Offenders Act (1974) the suitability of the applicant for the post will be determined

Positive Action

- ACE Cardiff will actively assist disadvantaged groups to benefit from its employment and volunteering activities.
- ACE Cardiff will seek to ensure that where appropriate staff and volunteers are given special training and encouragement to achieve equality of opportunity within the organisation.

Advertising

- All vacancies are to be advertised to ensure the widest possible response from all sections in the community. Particular attention will be paid to communicating vacancies to people from under-represented or disadvantaged communities.

Training

- ACE Cardiff recognises the importance of employing people from disadvantaged communities across all departments and at all levels. It will therefore seek to ensure that where appropriate employees and volunteers will be given training and encouragement to achieve equality of opportunity.

Sexual, racial, and other forms of harassment

1. ACE Cardiff will not tolerate sexual, racial or any other form of harassment whether in the office or during ACE Cardiff work or events outside of the office.

Harassment on the grounds of gender, race, or disability in the workplace is unlawful.

2. Employees are advised to use initial procedures where appropriate. This does not affect an employee's right to bring cases of alleged discrimination or harassment before an Employment Tribunal.
3. Care should be taken to ensure that an employee who has acted in good faith under the Sex Discrimination Act, Equal Pay Act, the Race Relations Act or Disability Discrimination Act does not receive less favourable treatment than other employees.
4. It should not be assumed that members of groups based on their race or ethnicity, gender, sexuality, or disability who have complaints are over-sensitive about discrimination, nor should their grievance be treated lightly or ignored.
5. Any member of staff or volunteer making a complaint about any kinds of discrimination or harassment will be given every assistance and support.

Revision Record - Issue Number	Summary of Changes	Date	Owner
V1.0	New Document	9/3/16	GP