



Equality and Diversity Policy

Introduction

Community&Voluntary Services (CVS) is an equal opportunity organisation ensuring there is diversity within our workforce, volunteers, service users and partner organisations. We believe that everyone should be treated equally, regardless of their religion, beliefs, age, gender, race, disability or sexual orientation.

Commitment to Equality and Diversity

The Equality & Diversity Policy requires commitment from everyone within CVS. Our management committee is responsible for the implementation and effective operation of this policy. The policy and the relevant legislation it represents will be taken into account during the design, delivery and provision of all our services.

Our Responsibilities

As an employer, service delivery organisation and promoter of opportunities to everyone, we will ensure that we have a workplace where staff, volunteers and partner organisations feel valued, respected and included. Upon commencement of employment, volunteering role or working partnership, staff, volunteers and partner organisations will be given this policy and CVS's expectations of them under its contractual or volunteering role terms. Harassment, intimidation, exclusion and bullying of any nature will not be tolerated on any level. All staff, volunteers and partners should feel comfortable in their work and roles and always be treated with dignity and respect.

- We will ensure that all decisions and fair standards of employment practice and volunteer roles are recorded, maintained and safe guarded.
- We will deliver training on new and revised legislation to all our staff, volunteers and delivery partners.
- We will treat all our service users, staff, volunteers and partners with respect, courtesy and consideration at all times.

Employees, Volunteers and Delivery Partner Responsibilities

All of our employees, volunteers and delivery partners must adhere to and comply with this Policy and the spirit in which it is written. Employees, volunteers and delivery partners must treat all colleagues and service users with courtesy, respect and consideration at all times. If an employee, volunteer or delivery partner believes that any form of discrimination is or has taken place within the workplace or service delivery environment, we expect them to report this to the manager or any member of the management committee immediately.

Your Rights & Responsibilities

You can expect to be treated with respect, courtesy and consideration at all times by our staff, volunteers or delivery partners and we expect you to treat them in the same manner. You will not be discriminated against, or treated less favourably in any way on the grounds of your religion, beliefs, age, gender, race, disability, or sexual orientation.

Recruitment

Wherever possible all vacancy or volunteer role advertisements will include an appropriate short statement on equal opportunity and diversity. Steps will be taken to ensure that knowledge of all vacancies reaches all areas of the community. We will endeavour to ensure that all vacancies are advertised both internally and externally simultaneously. The selection criteria (job description, employee/volunteer role specification) for all roles will be kept under constant review to ensure that they are essential for the effective performance of the job or service provision.

Remuneration and expenses will be set for the advertised position/s before applicants are selected. At all times a representative panel (minimum of 3 persons) will be involved in the recruitment and selection process. In addition, the reasons for the selection and rejection of applicants for vacancies of all positions or roles must be recorded.

Employee/Volunteer Training and Promotion

Whilst all training and employment opportunities will be offered strictly on merit, we will encourage underrepresented groups or individuals to apply for these opportunities within our organisation. Wherever possible, efforts will be made to identify and remove unnecessary or unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged and/or underrepresented groups and individuals.

Objectives of the Policy

No applicant, employee, volunteer, partner agency or service user will receive less favourable treatment or be subjected to any form of discrimination. All employees, volunteers, partner agencies and most importantly service users will be given the help they need to attain their full potential and or access to our services wherever possible. We secure the best employees, volunteers and partners for our needs and those of our service users by accessing all sections of the community. We constantly strive to achieve an ability based workforce and volunteer pool that is in line with our local working and volunteering population catchment area.

Feedback and Complaints

The manager and or the management committee will deal with any complaints of discrimination quickly and in a constructive manner. Any feedback or complaints received will be dealt with in complete confidence. We appreciate this can be a difficult subject to raise and are committed to ensuring that you any individual or group feel confident in coming forward without fear or apprehension.

Conclusion

This policy runs through every function of our service provision. We understand the importance of equality and diversity and will ensure that this policy is implemented by all concerned. If you have any concerns, please contact:-
Seamus Donnelly Manger (07843 478433) or
Marion Jamison Chairperson (028 3752 6869).

Policy Review date: (*March 2020*)