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Wise Up

Equal Opportunities Policy

Wise Up is committed to taking positive steps to promote and sustain equal opportunities among its trustees, staff and volunteers and in the services it provides.

Wise Up wholeheartedly accepts the statutory requirements laid down in the Sex Discrimination Act 1975, the Race Relations Act 1976, the Equal Pay Act 1970 and the Disability Discrimination Act 1995 which make it unlawful for an employer or employee to discriminate against or treat an individual differently on the grounds of colour, ethnic origin, gender, marital status or disability, sexual orientation, nationality, language, age, HIV status, political or religious beliefs.

The legislation above makes a distinction between direct and indirect discrimination.

- Direct discrimination is generally obvious and easily identifiable. It occurs when a particular individual is treated differently for example because of their colour, gender or marital status, and where such treatment is less favourable than he or she would otherwise have received.
- Indirect discrimination may not be so obvious. This is where an unnecessary condition or requirement may be imposed, which although applied to everyone, is more difficult for some groups or individuals to meet than others.

Responsibilities

Corporate Responsibility

Equality of opportunity will be applied throughout all policies and procedures.

Individual Responsibility

Wise Up expects that each person should be aware of their behaviour towards others. Everyone should be treated equally with dignity and respect.

Management Responsibility

The trustees, Director and Management Team have a duty to promote and sustain equality of opportunity by:

- Ensuring that all employees, volunteers and consultants are made aware of this policy and that any form of discrimination is unacceptable.
- Applying the principles of equality of opportunity throughout all policies and procedures
- Ensuring that no job applicant is discriminated against

Service Delivery

Wise Up provides services to its members and other organizations in the sector and will ensure that these services are accessible to and inclusive of all sections of the voluntary sector. In addition, we will positively encourage under-represented sections of the local community to make use of **Wise Up** facilities. Member organizations will be encouraged to develop and implement an equal opportunities policy of their own.

Venues for training, conferences, events, etc. will be accessible to disabled people and timings will take into consideration the needs of those with child or other carer responsibilities.

Volunteering

Wise Up is committed to good practice in volunteering. We seek to promote volunteering within the organization through the placement of volunteers, and we recognize that Trustees are volunteers.

Recruitment and Selection

Recruitment will be undertaken in line with both **Wise Up** recruitment policy and this policy. All person specifications will include only requirements, which are justifiable for the effective performance of the job. Selection decisions will be based on the relevant requirements of the person specification.

During Employment

Existing staff who become disabled will have the necessary support and equipment to enable them to continue in their post where appropriate. Terms and conditions of employment will meet the requirements of current employment legislation and best practice.

Monitoring

This policy will be reviewed six months after implementation and annually thereafter. The responsibility for this will be with **the Secretary**.

This policy was adopted on 23rd June 2009

Review date June 2010

Signed Louise Murray
Jayne Palmer
Careena Gordon-Evans
Janice Twigg
Susie Jewell