



Headway North West London Equal Opportunities and Positive Working

Environment Policy

1. General Policy Statement

We are committed to a Policy of equal opportunities for all employees/ volunteers and to ensuring within the framework of the law that our workplaces are free from unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, gender (including gender reassignment), marital status, disability, age, sexual orientation and religious or philosophical beliefs.

We aim to ensure that our staff achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria. We have adopted the following Equal Opportunities Policy as a means of helping to achieve these aims.

We are committed to ensuring that all our staff and applicants for employment are protected from unlawful discrimination in employment.

2. Related Headway policies

Grievance Policy and Procedure
Equality and Diversity Policy [Service Users]
Bullying and Harassment Policy
Safeguarding Policy

3. Staff Responsibilities

3.1 Co-ordinator / senior person assuming everyday responsibility, as delegated by the Committee of Trustees or Board of Directors

To ensure that all staff, volunteers and service users have access to and are aware of this policy

To ensure that safeguards are in place to protect the interests of the service user.

3.2 All staff / volunteers

To adhere to this policy and seek the guidance/ advice from the line manager.

Equal Opportunities Policy	Version 2
Pages 1 of 3	Date of Approval 25 March 2017
	Last review date 25 March 2019

4. Audit Plan

The Co-ordinator/ senior person will monitor adherence of the policy and report findings to the Committee of Trustees or Board of Directors.

5. Scope

This policy applies to all staff, volunteers, Committee of Trustees or Board of Directors.

6. Headway Staff / volunteer training

All staff and volunteers to be made aware of and read this policy

7. References

Staff Handbook

8. Procedure

Implementing equality of opportunity

Throughout your employment you are expected to conduct yourself in a manner that is not discriminatory and we will take all possible steps to ensure that equal opportunity is maintained. These steps will include:

- (1) Using fair and objective criteria in recruitment and employment decisions. Our selection procedures will be reviewed from time to time to ensure that they are appropriate for achieving our objectives and for avoiding unlawful discrimination.
- (2) Person and job specifications being limited to those requirements which are necessary for the effective performance of the job. Interviews will be conducted on an objective basis.
- (3) In accordance with recommended practice, the ethnic and gender composition of our staff and applicants for jobs will be monitored on an anonymous basis at all levels.
- (4) Where possible, reviewing working patterns to enable us to offer flexible working to staff who may require it. Where necessary, special provision may be made for staff returning to work following a break for domestic reasons.
- (5) All staff having a right to equality of opportunity and a duty to implement this Policy. Breach of the Equal Opportunities Policy is potentially a serious disciplinary matter. Anyone who believes that he or she may have

Equal Opportunities Policy	Version 2
Pages 2 of 3	Date of Approval 25 March 2017
	Last review date 25 March 2019

been disadvantaged on discriminatory grounds is entitled to raise the matter through the grievance procedure.

DECLARATION

I have read, understand and acknowledge receipt of this policy. I will comply with the guidelines set out in this policy and understand that failure to do so might result in disciplinary or legal action.

Signature:

Printed Name:

Date:

Equal Opportunities Policy	Version 2
Pages 3 of 3	Date of Approval 25 March 2017
	Last review date 25 March 2019