



**Crosspoint (Westbury)**  
**Albion House**  
**1 Market Square**  
**Westbury**  
**Wiltshire**  
**BA13 3DE**  
[www.crosspoint-westbury.co.uk](http://www.crosspoint-westbury.co.uk)  
☎ **01373 824330**  
Email [info@crosspoint-westbury.co.uk](mailto:info@crosspoint-westbury.co.uk)

## EQUAL OPPORTUNITIES POLICY

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### **A.1 Introduction**

- A.1.1 The purpose of this document is to clarify and publicise the Charities's statement of intent which is to eradicate both direct and indirect discrimination within the Charity.
- A.1.2 Equal Opportunity can be attained only through the acceptance by the Members, its staff and volunteers, that the full utilisation of the talents and resources of the entire organisation is important in their interests, and in the interests of the Charity.
- A.1.3 An effective equal opportunities policy will enable the Charity to ensure, as far as possible, that there is no unlawful direct or indirect discrimination as well as allowing it to develop good employment practices in respect of all staff and volunteers.
- A.1.4 The Charity aims at positive measures to eliminate not only overt acts of discrimination but also requirements and practices which may have a discriminatory effect.

### **A.2 Policy Statement**

- A.2.1 The Charity recognises that discrimination is both unlawful and unacceptable. It is in the best interests of the Charity, its staff and volunteers, to identify, develop and utilise the skills of the total organisation.
- A.2.2 The aim of the policy is to ensure that within the Charity, no member, volunteer or person for whom the Charity provides services, receive less favourable treatment on the grounds of sex, marital status, age, race, colour, sexual orientation, creed, nationality, ethnic or national origins or disability nor will be disadvantaged by any rules, conditions or requirements which cannot be shown to be justifiable in role related terms.
- A.2.3 The Charity commits itself to promote equal opportunities and will keep under review its selection criteria and procedures to ensure that individuals are selected and treated solely on the basis of their suitability for the role. All members, staff and volunteers will be given equal opportunity and, where appropriate, training to enable them to progress within the Charity.
- A.2.4 The Charities Equal Opportunities Policy will apply to all persons within the Charity as well as for all those for whom the Charity provides services.

#### **The Responsibility of the Charity**

- A.2.5 The Charity recognises that it has a legal obligation to ensure that its practices and its personnel do not discriminate in role giving
- A.2.6 The Charity subscribes to the view that management should not merely avoid such discrimination but should develop positive policies to ensure equal opportunity in roles.

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<i>Secretary</i>	Jonathan Burke	☎ 01373822209	<b>Mail:</b> <a href="mailto:jonathan_burke2003@yahoo.co.uk">jonathan_burke2003@yahoo.co.uk</a>
<i>Chair</i>	Len Clift	☎ 01373 827364	<b>Mail:</b> <a href="mailto:lenruth@hotmail.com">lenruth@hotmail.com</a>
<i>Treasurer</i>	Hilary Fairfield	☎ 01373 823490	<b>Mail:</b> <a href="mailto:Hilary.fairfield@hotmail.co.uk">Hilary.fairfield@hotmail.co.uk</a>

**Charity number 1149257 Company No. 07433738**

## **The Responsibility of the Individual**

- A.2.7 While the overall responsibility for ensuring that there is no unlawful discrimination rests with the Charity, the Charity requires individuals to accept personal responsibility for practical application of the Policy.
- A.2.8 The responsibility for implementing the Equal Opportunities Policy rests with the Charity Management who will also be responsible for facilitating the implementation and monitoring of the policy to ensure that it is consistently applied to all members, staff and volunteers
- A.2.9 The Management is required to:
- i. explain to members and volunteers the Charities policy on equal opportunities and the law.
  - ii. ensure that grievances are dealt with in a consistent manner.
- A.2.10 Good relationships and practices depend on members, staff and volunteers. Their attitudes and activities are of crucial importance. Each member and volunteer will be required to:
- i. co-operate with measures introduced by management to ensure equal opportunity.
  - ii. inform management either individually or with a representative of their choice, if they suspect that discrimination is taking place in employment practices.
  - iii. not themselves discriminate as individuals.
  - iv. not induce or attempt to induce other member or volunteers to practice unlawful discrimination.
  - v. not victimise or attempt to victimise individuals who may have made complaints or provided information on discrimination.
  - vi. not harass, abuse or intimidate other members or volunteers under any circumstances.

## **A.3 Communications**

- A.3.1 A copy of this policy will be publicly displayed in the Office.
- A.3.2 Equal Opportunities Policies may not by their nature be expected to bring absolute sudden changes but will in time achieve the objective of realising the full potential of each member and volunteer to the benefit of the individual and the Charity.
- A.3.3 Management will ensure that all who have influence over enlistment opportunity in the Charity are aware of the Policy.
- A.3.4 The Charity will remind private contractors of their legal responsibility towards equal opportunities.
- A.3.5 It is important that all concerned know clearly what the policy requires of them in order that they may be encouraged to deal with matters of equal opportunity in a consistent manner.
- A.3.6 The example set by management and staff has an important part to play in breaking down entrenched discriminatory beliefs and in raising the morale and aspirations of those who may have been disadvantaged in the past.

## **A.4 Review of Policies & Procedures**

A.4.1 The Charity will review and, if necessary, revise existing policies and procedures to ensure that equal opportunity is available to all.

## **A.5 Monitoring**

A.5.1 Responsibility for providing equal opportunity rests with the Charity. This can best be met by an Equal Opportunities Policy which is effectively monitored to ensure that there is no unlawful discrimination and that equal opportunity is genuinely available.

## **A.6 Grievances**

A.6.1 Proven discrimination will be treated as a disciplinary offence

A.6.2 An member or volunteer who has in good faith taken appropriate action and/or complained about discrimination will be supported positively.

A.6.3 Care will be taken to deal effectively with all complaints of discrimination, victimisation and harassment. It will not be assumed that such complaints are made by those who are over sensitive.

A.6.4 The disciplinary procedure will be applied consistently to all epersons.

A.6.5 All persons have the same right to seek redress for their grievances.

## **A.7 Review of Policy**

A.7.1 The Practice will periodically review the policy to ensure that it is effective.