

Sports Traider Charity

Equal Opportunities Policy

Principles

Sports Traider Charity is committed to the development of procedures and practices which provide genuine equality of opportunities for all members, service users, employees, volunteers and Trustees regardless of sex, gender, marital status, race, colour, ethnic origin and disability.

Responsibility for Implementation

The Trustees are responsible for ensuring that all its employees, volunteers and members are aware of the organisation's commitment to anti-discriminatory practice. Anyone in breach of the policy will be dealt with by the Trustees who will determine the corrective or disciplinary action.

Publicity

All correspondence and publicity material shall give clear information that the organisation has adopted an equal opportunities policy. A copy of the policy or a synopsis of it shall be distributed to all employees, Trustees, volunteers and users of the service.

Promotion of service to disadvantaged groups

The organisation shall endeavour to promote the services that it provides to as wide an audience as possible through its advertising in a variety of media and liaison with other agencies providing support to disadvantaged groups.

Recruitment and selection

A job outline and employee/volunteer specification will be prepared for each position whether paid or voluntary laying down specific, relevant criteria required to carry out the job efficiently. All positions will be widely advertised in order to reach as wide an audience as possible. All appointments will be made strictly on the candidate's ability to do the job using the predetermined criteria, regardless of sex, gender, marital status, race, colour, ethnic origin or disability.

Training

All employees and volunteers will be made aware of our equal opportunities policy during their induction training and will be regularly reminded via ongoing training and supervision.

Harassment and Bullying

The Trustees will take action against any employee, volunteer, service user, club member or member of the Trustees whom it considers to be guilty of harassment or bullying. Harassment is any form of unwanted behaviour, which may range from mildly unpleasant remarks to physical violence.

Grievance and Discipline

Separate grievance and disciplinary procedures will be prepared for each group to which the equal opportunities policy applies – Trustees, service users, employees and volunteers.

Monitoring and evaluation of the policy

All current and prospective service users, Trustees, paid and voluntary workers will be asked to complete an equal opportunity monitoring form, in confidence. The purpose of this monitoring is to produce statistical analysis, which will assist in identifying problems with the policy and taking remedial action.

