Equal Opportunities and Dignity at Work Policy

Review Date November 2026

Next Review October 2028

Chief Executive Officer Chris Cook (Interim)

Chair of Directors Daran Bennett

Signed

Date

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Policy Statement

Crawley Community Youth Service (CCYS) is committed to ensuring equality of opportunity for all and to challenging barriers and stereotypes that prevent this, in every aspect of our work. This applies to:

- the services we provide.
- the selection of staff, volunteers, and trustees.
- our relationships with members, suppliers, customers, and supporters.
- and to our internal processes and procedures.

The organisation will also take all reasonable steps to provide a work environment in which all employees and the people we work with are treated with respect and dignity and that is free from harassment and bullying based upon age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethic or national origins), religion or belief, sex, or sexual orientation, as protected under the Equality Act 2010.

CCYS recognises that everyone should have the opportunity to participate, develop and contribute without being disadvantaged by discrimination, prejudice or unfair treatment.

All employees are responsible for conducting themselves in accordance with this policy. The organisation will not condone or tolerate any form of harassment, whether engaged in by employees or by outside third parties who do business with the organisation, such as clients, customers, contractors, and suppliers.

This includes harassment by service users, members of the public, partners, visitors or anyone else an employee may come into contract with through their work. CCYS will take reasonable and appropriate steps to prevent and address such behaviour.

CCYS aims to provide equality of access to our services by:

- ensuring that they are appropriate and relevant to the personal development needs of all participants.
- providing opportunities for personal development that reflect the diversity of our society.
- focusing on the principles and practices of participation and inclusiveness in service development and delivery.

With our selection procedures for staff and volunteers, we aim to ensure that people are treated on the basis of their relevant merits and abilities and that nobody receives less or more

favourable treatment on the grounds of any of the protected characteristics listed above. We are committed to ensuring that all employees have equality of opportunity and aim to give them access to regular training/development to help them to progress, both within and outside the organisation.

Processes and procedures are designed to be clear, consistent, fair, and compliant with Equal Opportunities legislation. We monitor and review them regularly.

CCYS will also consider reasonable adjustments to remove or reduce barriers faced by disabled employees, job applicants, volunteers and people accessing our services, where appropriate.

We are committed to making this policy effective and to bringing it to the attention of all those involved with CCYS.

We will maintain a neutral working environment in which no employee, contractor or volunteer feels under threat or intimidated instead they should be recognised and valued.

Breaches of this policy will be regarded as misconduct and could lead to disciplinary proceedings. Serious breaches will be treated as gross misconduct which, depending on the circumstances, could result in dismissal without notice and without any money in lieu of notice.

Recruitment and Selection

The recruitment and selection process are crucially important to any equal opportunities policy. The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of relevant experience, abilities, and qualifications. The organisation is committed to applying its equal opportunities policy statement at all stages of recruitment and selection.

We will make every effort through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

Promotion and progression will be made on merit and all decisions relating to this will be made within the principles of this policy.

Job descriptions, where used, will be written to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.

We will implement a consistent, non-discriminatory approach to the advertising of vacancies. We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.

All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.

CCYS will consider reasonable adjustments during the recruitment and selection process to ensure that applicants are not placed at a disadvantage because of a disability.

All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

Selection decisions will not be influenced by any perceived prejudices of other staff.

Recruitment decisions will be based on objective and relevant criteria, and all applicants will be treated fairly and consistently throughout the process.

Training and Promotion
We will train all line managers in the organisation's policy on equal opportunities and in helping them identify and deal effectively with discriminatory acts or practices or acts of harassment or bullying. Line managers will be responsible for ensuring they actively promote equal opportunity within the departments for which they are responsible.

We will also provide training to all employees to help them understand their rights and responsibilities in relation to equal opportunities and dignity at work and what they can do to create a work environment that is free from discrimination, bullying and harassment.

All promotion will be in line with this policy.

Training, development, and progression opportunities should be made available to all employees, and such decisions will not be influenced by any perceived prejudices of other staff.

CCYS will also ensure that training and development opportunities are communicated fairly and that reasonable adjustments are considered where necessary to enable everyone to participate.

Monitoring
We will maintain and review the employment records of all employees to monitor the progress of this policy.

Monitoring may involve:

- the collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees.
- the examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants.
- recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

Equality monitoring information will be handled confidentially, stored securely and used appropriately. Individuals will not be disadvantaged because they choose not to provide equality monitoring information.

The Chief Executive Officer is responsible for the effective implementation of this policy. However, All CCYS staff have an individual responsibility to follow and support the policy.

To implement this policy, we will take reasonable steps to:

- Efficiently communicate the policy to all our workers, through induction training and including it in our staff handbook.
- Make all employees involved in recruitment aware of their responsibilities.
- Design advertisements for recruitment to effectively apply this policy.
- Carry out appropriate monitoring of job applicants and, where appropriate, our workforce to assess how effective this policy is.
- Provide appropriate training and guidance to help staff understand equality, diversity, dignity at work, bullying and harassment, including sexual harassment.

Harassment and Bullying and Grievance Procedures
CCYS does not tolerate bullying, harassment, sexual harassment or victimisation. Everyone has the right to be treated with dignity and respect at work.

Harassment can include unwanted behaviour, whether verbal, physical, written or online, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile or degrading environment. The behaviour does not have to be repeated to be unacceptable.

Sexual harassment is unwanted behaviour of a sexual nature which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading or offensive environment. This may include unwanted comments, jokes, gestures, messages, physical contact or other inappropriate conduct.

Bullying may include intimidating, threatening, humiliating or persistently undermining another person. It may take place as a single serious incident or through repeated behaviour.

If you experience or witness discrimination, bullying, harassment or sexual harassment, you should raise your concerns through CCYS's Bullying and Harassment Policy or Grievance Procedure as appropriate. CCYS will take reasonable steps to prevent sexual harassment in the workplace. All such complaints will be taken seriously and handled fairly, sensitively and without unnecessary delay.

Victimisation will not be tolerated and may be dealth with under CCYS's Disciplinary Policy. Depending on the circumstances and seriousness, it may result in disciplinary action, up to and including dismissal. No employee should be treated unfairly because they have raised a genuine concern, supported someone making a complaint or participated in an investigation.

Monitoring equal opportunity and dignity at work

The organisation will regularly monitor the effects of selection decisions and personnel and pay practices and procedures to assess whether equal opportunity and dignity at work are being achieved. This will also involve considering any possible indirectly discriminatory effects of its working practices.

If changes are required, the organisation will implement them. The organisation will also make reasonable adjustments to its standard working practices to overcome substantial disadvantages caused by disability.

CCYS will regularly review its working practices to identify and address potential barriers to equality, inclusion and dignity at work. Reasonable adjustments will be considered on an individual basis and any concerns identified through monitoring will be considered and appropriate action taken to improve equality and dignity across the organisation.