



EQUAL OPPORTUNITIES POLICY

Introduction

CDT is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce can be drawn from any section of society and each employee will feel respected and able to give of their best.

To that end the purpose of this policy is to provide equality and fairness for all in our employment and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination.

Statement of Policy

It is the policy of CDT to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, race, marital status, disability, age, part-time or temporary status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable.

All employees will be helped and encouraged to develop their full potential, and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation. CDT recognises the great benefits in having a diverse workforce employed solely on ability.

The application of recruitment, training and promotion policies to all individuals will be on the basis of job requirements and the individual's ability and merits.

All employees will be made aware of the provisions of this policy.

Our commitment:

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.

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- We will regularly review all our employment practices and procedures to ensure fairness.

Implementation

Recruitment and promotion

Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of gender, race, marital status, disability, age, part-time or temporary contract status, sexual orientation or religion.

Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.

All vacancies will be circulated internally.

All job descriptions and job specifications will include only requirements that are necessary and justifiable for the effective performance of the job.

All selections will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job.

Employment

CDT will not discriminate on the basis of gender, race, marital status, disability, age, part-time or temporary contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.

CDT will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.

All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

Training

Employees will be provided with appropriate training regardless of gender, race, marital status, disability, age, part-time or temporary contract status, sexual orientation or religion.

All employees will be encouraged to discuss their career prospects and training needs with their Line Management Group or the Chair.

Dignity at Work

CDT is committed to providing a working environment which is free from harassment, bullying or intimidation of any nature. Every employee has a responsibility to treat colleagues with dignity and respect and to ensure that their own behaviour in all work-related situations does not cause offence or distress to others. To find out what constitutes harassment, bullying or intimidation refer to the CIPD website (www.cipd.co.uk).

Monitoring

It is the responsibility of the Line Management Group to ensure that all aspects of this policy are kept under review and are operated throughout the organisation.

Where it appears that applicants/employees are not being offered equal opportunities, circumstances will be investigated to identify any policies or criteria which exclude or discourage certain employees and, if so, whether these are justifiable.

Grievances and victimisation

CDT emphasises that discrimination or any form of harassment or bullying is unacceptable conduct which may lead to disciplinary action under the organisation's Disciplinary Procedures.

Any complaints of discrimination, harassment or bullying will be pursued through the organisation's Grievance.

Relevant Legislation

In any incident of alleged discrimination, bullying or harassment, CDT will refer to the undernoted employment legislation and sources of advice:

- Sex Discrimination Acts 1975 and 1986
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1992
- Race Relations Acts 1976
- Disability Discrimination Act 2005
- Rehabilitation of Offenders Act 1974
- Public Interest Disclosure Act 1998
- Employment Rights Act 1996
- Protection from Harassment Act 1997
- Equal Pay Act 1970
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003

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- European Convention on Human Rights 1950
- Equal Opportunities Commission – <http://www.equalityhumanrights.com>
- CIPD - <http://www.cipd.co.uk/default.cipd>
- ACAS - <http://www.acas.org.uk>
- Dept. for Business, Enterprise & Regulatory Reform - <http://www.berr.gov.uk>
- GCVS Employment Law Adviser

Where appropriate, independent confidential counselling will be arranged by CDT through the Employee Counselling Service <http://www.empcs.org.uk>. The Employee Counselling Service is an external agency which provides confidential counselling for individuals involved in harassment in the workplace, either having experienced harassment or having been disciplined for harassment; critical incident debriefing and counselling support for individuals or groups of employees who have been involved in incidents of violence, aggressive behaviour or serious injury. Assistance for individuals with personal problems that affect their work performance is also available. Referrals can be arranged by contacting the Line Management Group.

This is a CDT family friendly policy.

Reviews

Comrie Development Trust Equal Opportunities Policy agreed and adopted by the CDT Board in December 2008. 1st Review Date : December 2009

1st Review

Comrie Development Trust reviewed Equal Opportunities Policy agreed and adopted by the CDT Board on 25.10.10

2nd Review

Comrie Development Trust reviewed Equal Opportunities Policy agreed and adopted by the CDT Board on 19.3.12

3rd Review due: 19/3/13

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