

PENWITH COMMUNITY DEVELOPMENT TRUST

EQUAL OPPORTUNITIES POLICY

1. Introduction

1.1 Penwith Community Development Trust is a Community Project working for the sustainable regeneration of the Penwith area. It was initiated as a direct response to the needs of the community. The Trust is not-for-personal-profit and is a registered charity.

1.2 The work of the Trust will be to increase the effectiveness of existing Community and Voluntary Sector organisations for the benefit of local people and in response to local needs. It will initiate and enable new projects to combat poverty, exclusion and to strengthen community participation so that the quality of life is enhanced in the area.

2. Statement of Intent

2.1 Penwith Community Development Trust recognises that everyone has a contribution to make to our society and a right to equal treatment. We aim to ensure that no job applicant, staff member, volunteer or organisation/individual to whom we provide services will be discriminated against on the grounds of:

- race, colour, nationality, linguistic group, ethnic or national origin
- sex, marital status or familial status or caring responsibility
- sexuality
- age
- physical or mental disability or mental health
- political belief or religion
- class
- HIV status
- employment status
- unrelated criminal conviction

We do not believe that one form of discrimination can be graded as more or less damaging than another and we oppose any scale or hierarchy of discrimination.

3. Definitions

3.1 Direct discrimination is defined as:

‘A person (A) discriminates against another person (B) if on the grounds of A treats B less favourably than (s)he would treat the other person’.

3.2 Indirect discrimination is defined as:

‘A person (A) discriminates against another person (B) if A applies a provision, criteria or practice which does not apply equally to person (B), but:

- 3.2.1 which puts or would put B at a particular disadvantage when compared with another person.
 - 3.2.2. which puts B at that disadvantage, and
 - 3.2.3 which A cannot show to be a proportionate means of achieving a legitimate aim.
- 3.3 Harassment may involve action, behaviour, comment or physical contact which is found objectionable or which causes offence; it can result in the recipient feeling threatened, humiliated or patronised and it can create an intimidating work environment.

4. **Services**

- 4.1 Penwith Community Development Trust aims to provide an environment which is health, safe, efficient and attractive.
- 4.2 Users of the services or providers of outside services will be treated with respect and will not have their status undermined. Any degrading behaviour or harassment will be treated seriously. If a matter cannot be resolved informally the Trust will operate complaints and grievance procedures to deal with the matter:
- In a case involving staff, disciplinary action will be taken according to the conditions outlined in the conditions of service
 - In a matter involving a member of the Management Committee or a member of the Trust the matter will be brought to the attention of the Chair of the Management Committee and subject to a full meeting of existing members of the Trust, and may lead to termination of membership.
 - In the case of an individual or organisation providing, receiving or requesting services, the Trust may decide to withdraw all services indefinitely.
- 4.3 Employees must not harass or intimidate other employees on the grounds of race, colour, nationality, linguistic group, ethnic or national origin, sex, marital or familial status or caring responsibility, sexuality, age, physical or mental disability or mental health, political belief or religion, class, HIV status, employment status, unrelated criminal conviction. Such behaviour may be treated as gross misconduct in accordance with our disciplinary procedure.
- 4.4 Employees should draw the attention of their line manager to suspected discriminatory acts or practices.
- 4.5 Employees must not victimise or harass any employee who has made allegations or complaints of race, colour, nationality, linguistic group, ethnic or national origin, sex, marital or familial status or caring responsibility, sexuality, age, physical or mental disability or mental health, political belief or religion, class, HIV status, employment status, unrelated criminal conviction. Such behaviour may be treated as gross misconduct in accordance with the disciplinary procedure.

5. **Training and Recruitment**

- 5.1 It is our policy to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to race, colour, nationality,

linguistic group, ethnic or national origin, sex, marital or familial status or caring responsibility, sexuality, age, physical or mental disability or mental health, political belief or religion, class, HIV status, employment status, unrelated criminal conviction.

- 5.2 We will appoint, train, develop and promote on the basis of merit and ability alone.
- 5.3 All job applications will be processed in the same way.
- 5.4 The staff responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria, and of the need for their consistent application.
- 5.5 Wherever possible, all applicants will be interviewed by at least two people, one of whom should be a Trustee.
- 5.6 All questions that are put to the applicants will relate solely to the requirements of the job.
- 5.7 If it is necessary to assess whether personal circumstances will affect the performance of the job, this will be discussed objectively, without detailed questions based on assumptions regarding race, colour, nationality, linguistic group, ethnic or national origin, sex, marital or familial status or caring responsibility, sexuality, age, physical or mental disability or mental health, political belief or religion, class, HIV status, employment status, unrelated criminal conviction.

6. **Terms of Employment**

- 6.1 All terms of employment, benefits, etc will be reviewed from time to time, in order to ensure that there is no unlawful discrimination on the grounds of race, colour, nationality, linguistic group, ethnic or national origin, sex, marital or familial status or caring responsibility, sexuality, age, physical or mental disability or mental health, political belief or religion, class, HIV status, employment status, unrelated criminal conviction.