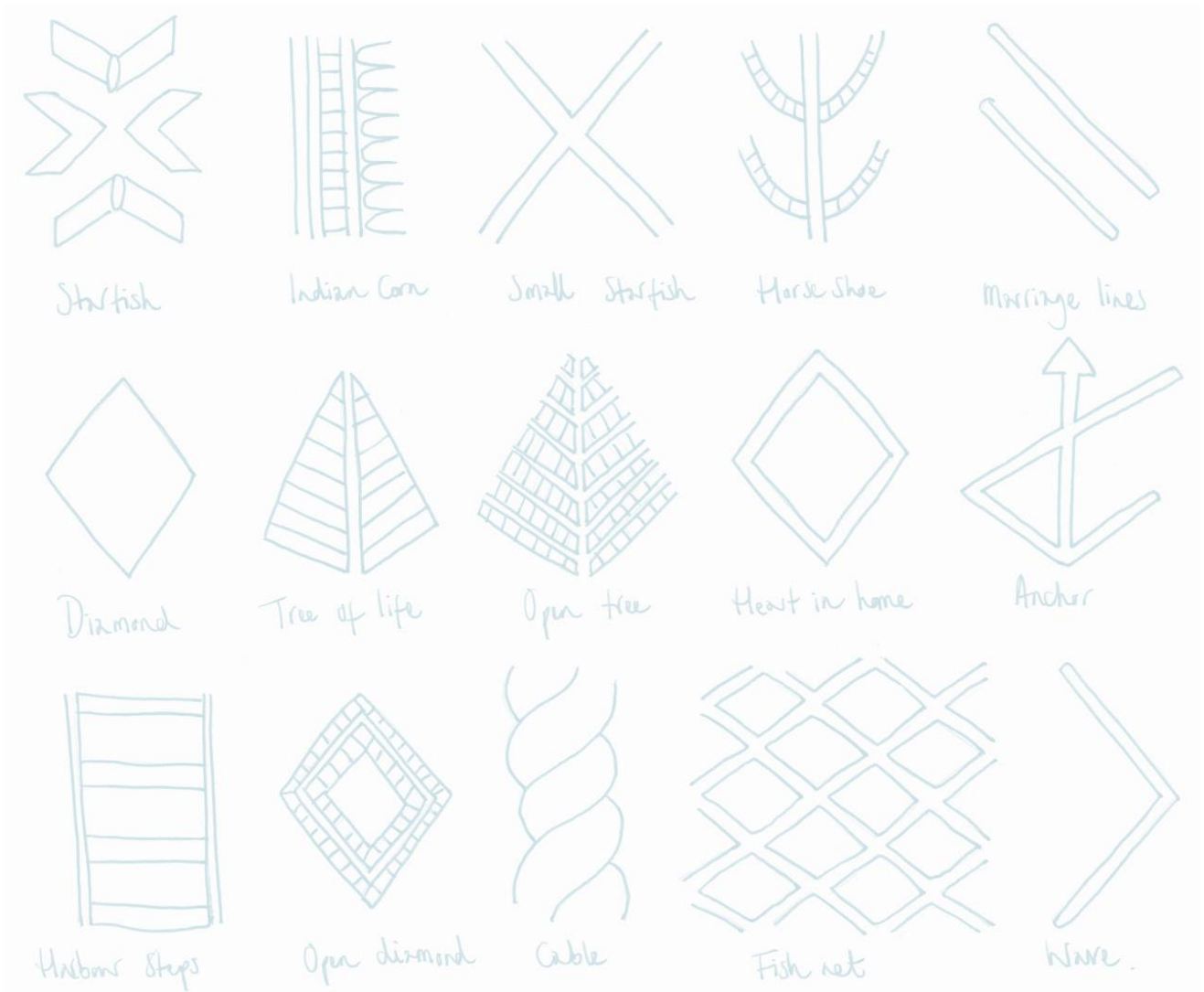




Comann Eachdraidh Eirisgeidh

Equal Opportunities Policy

February 2024



Eriskay Jersey Patterns



Comann Eachdraidh Eirisgeidh Equal Opportunities Policy

Contents

1. EQUAL OPPORTUNITIES STATEMENT	2
2. ABOUT THIS POLICY	2
3. WHO IS RESPONSIBLE FOR THIS POLICY?	3
4. DISCRIMINATION	3
5. RECRUITMENT AND SELECTION	4
6. TRAINING AND PROMOTION AND CONDITIONS OF SERVICE	5
7. TERMINATION OF EMPLOYMENT	5
8. DISABILITIES	5
9. PART-TIME AND FIXED-TERM WORK	5
10. BREACHES OF THIS POLICY	6
11. REVIEW	6

1. EQUAL OPPORTUNITIES STATEMENT

Comann Eachdraidh Eirisgeidh is committed to promoting equal opportunities. All Comann Eachdraidh Eirisgeidh board, staff, volunteers, and participants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex, or sexual orientation.

2. ABOUT THIS POLICY

2.1 This policy sets out our approach to equal opportunities and the avoidance of discrimination. It applies to all aspects of Comann Eachdraidh Eirisgeidh 's work, including the delivery of our services, training, recruitment, disciplinary and grievance procedures, and termination of contracts.

2.2 This policy covers all employees, board members, participants, officers, consultants, contractors, volunteers, interns, casual workers, and agency workers.

3. WHO IS RESPONSIBLE FOR THIS POLICY?

3.1 The charitable board has overall responsibility for the effective operation of this policy and for ensuring compliance with discrimination law. Day-to-day operational responsibility for this policy, including regular review of this policy has been delegated to Sandra Mac Innes.

3.2 All managers must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote our aims and objectives with regard to equal opportunities. Managers will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practice.

3.3 If you have any questions about the content or application of this policy, you should contact the manager to request further information.

3.4 Staff and Volunteers are invited to comment on this policy and suggest ways in which it might be improved by contacting one of the following:

Sandra Mac Innes – Project Worker

Kathryn Marie Mac Innes – Project Worker

Angus Mac Kinnon – CEE Chairperson

Morag Mac Kinnon – CEE Treasurer

Marie Mac Millan – CEE Secretary

Mary Alex Mac Innes – Trustee

Iagan Mac Innes – Trustee

Donald John Mac Innes - Trustee

4. DISCRIMINATION

4.1 You must not unlawfully discriminate against or harass other people including current and former employees, volunteers, job applicants, participants, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts), and on work-related trips or events including social events.

4.2 The following forms of discrimination are prohibited under this policy and are unlawful: (a) Direct discrimination: treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or because they might be gay.

(b) Indirect discrimination: a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified. For example, requiring a job to be done full-time rather than part-time would adversely affect women because they generally have greater childcare commitments than men. Such a requirement would be discriminatory unless it can be justified.

(c) Harassment: this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

- (d) Victimisation: retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- (e) Disability discrimination: this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

5. RECRUITMENT AND SELECTION

5.1 Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination.

5.2 Vacancies should generally be advertised to a diverse section of the labour market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

5.3 Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.

5.4 Job applicants should not be asked about health or disability before a job offer is made. There are limited exceptions which can be made:

- (a) Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
- (b) Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.
- (c) Positive action to recruit disabled persons.
- (d) Equal opportunities monitoring (which will not form part of the selection or decision-making process).

5.5 We are required by law to ensure that all staff and volunteers are entitled to volunteer in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective volunteers, regardless of nationality, must be able to produce original documents (such as a passport) before volunteering starts, to satisfy current immigration legislation.

5.6 To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in our organisation, we may monitor applicants' ethnic group, gender, disability, sexual orientation, religion, and age as part of the recruitment procedure. Provision of this information is voluntary, and it will not adversely affect an individual's chances of recruitment, or any other decision related to their employment. The information is removed from applications before shortlisting and kept in an anonymised format solely for the purposes stated in this policy. Analysing this data helps us take appropriate steps to avoid discrimination and improve equality and diversity.

6. TRAINING AND PROMOTION AND

ND CONDITIONS OF SERVICE

6.1 Training needs will be identified through one to one discussions or appraisals.

You will be given appropriate access to training to enable you to progress within the organisation and all promotion decisions will be made on the basis of merit.

6.2 Workforce composition and promotions will be regularly monitored to ensure equality of opportunity at all levels of the organisation. Where appropriate, steps will be taken to identify and remove unjustified barriers and to meet the special needs of disadvantaged or underrepresented groups.

6.3 Our conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all of you who should have access to them and that there are no unlawful obstacles to accessing them.

7. TERMINATION OF EMPLOYMENT

7.1 We will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

7.2 We will also ensure that disciplinary procedures are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

8. DISABILITIES

8.1 If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

8.2 If you experience difficulties at work because of your disability, you may wish to contact your line manager to discuss any reasonable adjustments that would help overcome or minimise the difficulty. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable, we will explain our reasons and try to find an alternative solution where possible.

8.3 We will monitor the physical features of our premises to consider whether they might place anyone with a disability at a substantial disadvantage. Where necessary, we will take reasonable steps to improve access.

9. PART-TIME AND FIXED-TERM WORK

Part-time and fixed-term staff should be treated the same as comparable full-time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate) unless different treatment is justified.

10. BREACHES OF THIS POLICY

10.1 We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

10.2 If you believe that you have suffered discrimination you can raise the matter with our manager or charitable board and the matter will be investigated as appropriate.

10.3 There must be no victimisation or retaliation against staff who complain about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.

11. REVIEW

This policy will be reviewed on an annual basis.