

EQUAL OPPORTUNITIES POLICY
for
POLISH AND EASTERN EUROPEAN CHRISTIAN FAMILY CENTRE LTD.
(PEEC Family Centre Ltd)

1. Scope

This Equal Opportunities Policy applies to staff, service-providers and service users of PEEC Family Centre Ltd.

All references to staff include applicants and former employees, full-time and part-time employees, agency workers, temporary workers, volunteers, officers and contractors.

2. Purpose

In recognition of the value of equal opportunities, the purpose of this Policy is to: ensure that all staff, service-providers and service users are treated equally; and to support PEEC Family Centre's objective of providing an environment that is free from all forms of unlawful discrimination and harassment.

3. Context

PEEC Family Centre is a Christian Organisation and it wishes to put its faith into action by demonstrating the love of God for those in need. To do this PEEC Family Centre will work with and support people from all sections of the community, particularly those living in North London from Polish and Eastern European families and especially those who find it difficult to access any other service provision.

Motivated by Christian faith, PEEC Family Centre is actively opposed to discrimination in society. PEEC Family Centre is committed to serving all people, including those of all religious faith and those of none.

PEEC Family Centre is committed to working in accordance with the standards expressed in the Faithworks Chapter (attached.).

4. Policy

PEEC Family Centre Ltd is fully committed to providing equal opportunities in its recruitment process and during employment, and to ensuring that every employee is treated with dignity and respect. PEEC Family Centre Equal Opportunity Policy is in accordance with the: Race Relations Act 1976; Disabilities Discrimination Act 1995; Human Rights Act 1998 and Sex Discrimination Act 1975. The policy is in accordance with the Commission for Race Equality Code of Practice.

PEEC Family Centre Ltd will also ensure that the same principles of equal opportunities are applied in the provision of services to its community of interest and the public in general.

Although there may be circumstances justifying different treatment, which are not unlawful (for example to make adjustments to accommodate a disability or to comply with a genuine occupational requirement for a position), PEEC will not tolerate unlawful discrimination and/or harassment, including on the grounds of an individual's:

Sex	Race
Marital Status	Colour
Disability	Ethnic or national origin
Gender Reassignment	Sexual Orientation
Age	Religious Belief
Union membership	Employment Status
Union activities	

The organisation will also take appropriate steps to identify and fully consider making reasonable adjustments to our practices, equipment and premises, to ensure that a disabled person is not put at a substantial disadvantage due to their disability.

Where appropriate, preferences that promote and motivate disadvantaged groups/communities (such as the disabled, long-term unemployed, etc.) without necessarily discriminating against other individuals/communities, will also be considered in order to enhance the employability and social inclusion of such groups.

Any breaches of this Policy will be treated very seriously.

5. Responsibilities

Management Committee:

The Management Committee of PEEC Family Centre Ltd has individual and collective responsibility for:

- implementing this Policy;
- applying it as part of day-to-day management;
- reviewing its application and relevancy to the needs and purposes of the organisation and its community of interest.

Project Manager:

The Project Manager is responsible for:

- ensuring that this Policy is implemented effectively, adequately monitored and evaluated;
- ensuring via regular review and updating of the Policy and procedure its continuing relevance to the needs and purposes of the organisation and its community of interest;
- using the Policy to promote and enhance positive/affirmative action, where appropriate (in conjunction with the Administrative Officer).

Administrative Officer:

The Administrative Officer is responsible for:

- enforcement of the Policy;
- ensuring the application of the Policy in practice throughout the organisation;
- ensuring regularly monitoring and evaluation of the effectiveness of the Policy;
- initiating reviews of the Policy;
- implementing any actions points resulting from such reviews;
- ensuring that a copy of the Equal Opportunities Policy **Monitoring Form 1 (Recruitment and Selection) (EOPM/1)** is included with the application pack sent to all prospective staff and service delivery contractor(s);
- using the Policy to promote and enhance positive/affirmative action where appropriate (in conjunction with the Project Manager).

Employees and Volunteers:

All staff are individually and collectively responsible for the effective implementation and practical application of the Equal Opportunities Policy.

All staff have a responsibility not to unlawfully discriminate against or harass fellow staff, service providers and service users and to report any such behaviour of which they become aware.

Staff will receive training or briefing on equal opportunities and this policy.

6. Procedure

This procedure describes how the Policy Statement is effectively implemented and its compliance ensured within all aspects of the organisation's functions.

Recruitment and Selection

Appointment of staff, promotion or change of post within PEEC Family Centre Ltd is determined by personal merit and ability, as relevant to the organisation's needs and purposes and those of our community of interest.

The organisation seeks to operate for the benefit of Poles and Eastern Europeans within a Christian, caring environment. Those who work for and with the organisation must be in sympathy with the organisation's purpose, in order to preserve our distinctiveness. For some posts within the organisation, more than sympathy to the purpose of the organisation may be required - these are posts having a Genuine Occupational Requirement (in compliance with Section 5(2) (d) of the Race Relations Act 1976 and Regulation 7(2) of the Employment Equality (Religion or Belief) Regulations 2003).

Staff Development and Progression

All staff must complete the Equal Opportunities **Monitoring Form 2 (Staff Development and Progression)** after six (6) months in position and, thereafter, on an annual basis.

The Project Manager will use Form 2 to assess the development needs of each staff member. Form 2 is not an appraisal form, but is intended to monitor the effectiveness of this Policy with respect to staff development and progression.

Monitoring and Data Protection

An analysis of all Equal Opportunities monitoring forms returned to the organisation by all applicants will be retained in order to enable PEEC Family Centre Ltd. to evaluate the effectiveness of this Policy with respect to recruitment and selection.

Copies of the Equal Opportunities Form 2 for staff will be retained throughout their period of employment.

All such data will be stored and processed in accordance with the provisions of the Data Protection Act 1998.

Policy Reviews

The Administrative Officer (or any other authorised person) must initiate a review of the effectiveness of the Equal Opportunities Policy, once in every twelve (12) month period.

The review panel must be chaired by the Project Manager (or any other authorised person) and should include group coordinators and representative(s) of the Directors.

The review panel must consider any necessary changes to improve the scope and operation of this Policy.

The Administrative Officer (or any other authorised person) must then effect and issue any updated procedure, ensuring that superseded copies are withdrawn.

5. RECORDS

Description	Location	Retention
EOPM 1	Administrative officer	Indefinitely
EOPM 2	Administrative Officer	Indefinitely

The Management Committee of PEEC Family Centre adopted this policy on the date of the signatures below.

The Chair:

Signature: _____ Date: _____

The Vice Chair:

Signature: _____ Date: _____

The Secretary:

Signature:

Date:

The Treasurer:

Signature:

Date:

**Equal Opportunities Policy Monitoring Form EOPM 1
(Recruitment and Selection)**

Please help us to ensure the effectiveness of our Equal Opportunities Policy by completing this form, which is for monitoring and statistical purposes only. **The information provided here will be treated in the strictest of confidence.**

Please tick the boxes that apply to you.

Gender

Male

Female

Marital Status

Married

Single

Divorced/Separated

Do you have any children?

Yes

No

Date of Birth DD/MM/YYYY

Are you registered disabled?

Yes

No

If yes

What is the nature of your disability (briefly)

Ethnicity: How would you describe your ethnicity?

Black African **Black Caribbean** **Black Other** *(please specify)* _____

Mixed race **Asian** *(please specify)* _____

White **Other** *(please specify)* _____

Equal Opportunities Policy Monitoring Form EOPM 2
(Staff Development and Progression)

Employee's Name	
Current Position	

How long have you been in your current position? *(please tick appropriate box)*

0-6 months 6months-1year 1year-2years 2-3years

3-4years 4-5years over 5years *(please specify)*

Have you been on any training programme since your appointment?

Yes No

if yes

was the training to:-

(i) improve your skill for your current job?

(ii) improve your skill for your current job and additional responsibilities?

(iii) provide new skills for your current job?

(iv) provide new skill for your current job and additional responsibilities?

(v) provide new skill for a new job?

if no

why not? *(please explain)*

In (ii) & (iv) above, were you adequately rewarded for the responsibilities? Yes No

If you have been employed for two years or more:

(i) has your actual job changed over this period? Yes No

if yes

(please explain e.g. additional responsibilities, new role etc.)

(ii) have you been promoted during this period? Yes No

if yes

how many promotions? *(please specify)*

if no

what reason(s) were you given and by whom? *(please explain)*

were you satisfied by this/these reason(s)? Yes No

if no

have you raised the issue with your line Manager? Yes No

if yes

what action has he/she taken? *(please specify)*

if no

why have you not raised the issue? *(please explain)*