



Last updated: 10-Dec-20

# Equal Opportunities Policy

## Introduction

Learning for Life Charity:

**ACCEPTS** that in society certain groups or individuals are denied equality on the grounds of race, gender, marital status, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation and religion/belief or any other factor irrelevant to the purpose in view.

**WELCOMES** the statutory requirements laid down in:

- ✓ the Equal Pay Act 1970;
- ✓ the Rehabilitation of Offenders Act 1974;
- ✓ the Sex Discrimination Act 1975;
- ✓ the Race Relations Act 1976 and the Race Relations Amendment Act Feb 2000;
- ✓ the NHS Community Care Act 1990;
- ✓ the Disability Discrimination Act 1995;
- ✓ the Asylum & Immigration Act 1996;
- ✓ the Human Rights Act Nov 1998;
- ✓ the Employment (Religion or Belief) and (Sexual Orientation) Regulations 2003.
- ✓

**RECOGNISES** that it has moral and social responsibilities that go beyond the provisions of the above-mentioned Acts and Regulations, and that it should support and contribute to the wider process of change through all aspects of its work and practices in order to eliminate discrimination and promote equality and diversity.

**IS COMMITTED** to taking positive steps to ensure that:

- ✓ all people are treated with dignity and respect, valuing the diversity of all;
- ✓ equality of opportunity and diversity is promoted;
- ✓ services are accessible, appropriate and delivered fairly to all;
- ✓ the mix of its employees, volunteers and management committees reflects, as far as possible, the broad mix of the population of its local community;
- ✓ traditionally disadvantaged sections of the community are encouraged to participate in policy decisions about, and the management of the services provided.

## Policy

This policy applies to all Trustees, staff, volunteers, management committee members, users and the general public.

### *Commitment*

Equality and diversity are central to the work of Learning for Life Charity.

Learning for Life will treat all people with dignity and respect, valuing the diversity of all. It will promote equality of opportunity and diversity. It will eliminate all forms of discrimination on grounds of race, gender, marital status, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation, religion/ belief, irrelevant offending background or any other factor irrelevant to the purpose in view.

It will tackle social exclusion, inequality, discrimination and disadvantage.

For this policy to be successful, it is essential that everyone is committed to and involved in its delivery. Learning for Life's goal is to work towards a just society free from discrimination, harassment and prejudice. Learning for Life aims to embed this in all its policies, procedures, day-to-day practices and external relationships.

### *Aims*

Learning for Life aims to:

- ✓ Provide services that are accessible according to need;
- ✓ Promote equality of opportunity and diversity in volunteering, employment and development;
- ✓ Create effective partnerships with all parts of our community.

### *Objectives*

Learning for Life's objective is to realise its standards by:

- ✓ Sustaining, regularly evaluating and continually improving its services to ensure equality and diversity principles and best practice are embedded in our performance to meet the needs of individuals and groups;
- ✓ Working together with the community to provide accessible and relevant service provision that responds to service users' needs;
- ✓ Ensuring staff, volunteers and trustees are representative of the community served and the employment policies are fair and robust;
- ✓ Responding to volunteer's & employees' needs and encouraging their development to increase their contribution to effective service delivery;
- ✓ Recognising and valuing the differences and individual contribution that all people make to Learning for Life;
- ✓ Challenging discrimination;
- ✓ Providing fair resource allocation;
- ✓ Being accountable.

### *Why have this policy?*

Learning for Life recognises, respects and values diversity in its Trustees, employees, volunteers and service users.

Learning for Life has this policy because it is a people-led organisation that must always ensure it meets the needs of the community through fair and appropriate employment and development of the people who work and volunteer for Learning for Life.

## PROCEDURES

### *Responsibility for Implementation*

This policy covers the behaviour of all people employed or volunteering in Learning for Life or using the services and sets out the way they can expect to be treated in turn by Learning for Life. The overall responsibility for ensuring adherence to and implementation of this policy lies with the Trustees, staff and the management committee.

### *Method of Implementation*

Learning for Life intends to implement this policy by:

Ensuring that it is a condition of paid employment in Learning for Life;

Ensuring that Trustees, staff, volunteers and users are made aware, understand, agree with, and are willing to implement, this policy. All staff and volunteers will be given a copy of this policy as part of their induction;

Actively encouraging Trustees, staff and volunteers to participate in anti-discriminatory training, and making time and resources available for such training;

Monitoring the services, publicity and events provided by Learning for Life, to ensure that they are accessible to all sections of the population and do not discriminate, and taking active steps to ensure that participation is representative.

### *Monitoring and Reviewing*

Learning for Life has declared its commitment to establishing, developing, implementing and reviewing a policy of equality of opportunity. Effective record keeping and monitoring, and acting on information gathered, are essential in order to measure effectiveness and plan progress. The management board will review the policy annually.

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## Change Record

Date of Change:	Changed By:	Comments:
		Policy approved by the Trustees

## Appendix One: EQUAL OPPORTUNITIES

This sheet will be separated from your application form on receipt. The information you supply here plays no part in the selection process. It is used to monitor the effectiveness of our Equal Opportunities Policy. The information will be treated in the strictest confidence.

**Please complete sections A, B and C**

- A.** Please tick the appropriate box that best describes your ethnic origin.  
For additional help, see guidance notes as indicated against each category.

CATEGORY	SUB-CATEGORY	Tick <b>ONE</b> box only
White	White – British (See guidance note 1.)	
	White – Irish	
	Any Other White Background (See guidance note 2.)	
Mixed/Dual Background	White and Black Caribbean	
	White and Black African	
	White and Asian (See guidance note 3.)	
	Any Other Mixed background (See guidance note 4.)	
Asian or Asian British	Indian	
	Pakistani (See guidance note 5.)	
	Bangladeshi	
	Any Other Asian Background (See guidance note 6.)	
Black or Black British	Black Caribbean	
	Black African (See guidance note 7.)	
	Any Other Black Background (See guidance note 8.)	
Chinese (See guidance note 9.)		
Any Other Ethnic Group (See guidance note 10.)		

- B.** *I consider that I have a disability*

YES  NO  If YES, please state details of your disability.

### C. AGE.

Please tick one box to indicate relevant category

16 – 20  21 – 25  26 – 30  31 – 35  36 – 40

41 – 45  46 – 50  51 – 55  56 – 60  61 +

### Guidance Notes

1. English, Scottish, Welsh and Other White British.
2. Albanian, Bosnian-Herzegovinian, Croatian, Greek/Greek Cypriot, Greek, Greek Cypriot, Italian, Kosovan, Portuguese, Serbian, Turkish/Turkish Cypriot, Turkish, Turkish Cypriot, White European, White Eastern European, White Western European, White Other.
3. White and Pakistani, White and Indian, White and Any Other Asian Background.
4. Asian and Any Other Ethnic Group, Asian and Black, Asian and Chinese, Black and Any Other Ethnic Group, Black and Chinese, Chinese and Any Other Ethnic Group, White and Any Other Ethnic Group, White and Chinese, Other Mixed Background.
5. Mirpuri Pakistani, Other Pakistani, Kashmiri Pakistani.
6. African Asian, Kashmiri Other, Nepali, Sinhalese, Sri Lankan Tamil, Other Asian.
7. Angolan, Congolese, Ghanaian, Nigerian, Sierra Leonian, Somali, Sudanese, Other Black African.
8. Black European, Black North American, Other Black.
9. Hong Kong Chinese, Malaysian Chinese, Singaporean Chinese, Taiwanese, Other Chinese.
10. Afghan, Arab Other, Egyptian, Filipino, Iranian, Iraqi, Japanese, Korean, Kurdish, Latin/South/Central American, Lebanese, Libyan, Malay, Moroccan, Polynesian, Thai, Vietnamese, Yemeni, Any Other Ethnic Group.