



Leeds Involving People

Policy Statement on Equal Opportunities

1) Policy Statement

Leeds Involving People (LIP) recognises that there are disadvantaged groups in our society. It affirms it has a responsibility for combating the causes of these disadvantages.

LIP strives to be an Equal Opportunities organisation. Its policy is to ensure that no person is rejected for employment, volunteering, service delivery or generally treated less favourably than anyone else, by LIP, on the grounds of:

- Race, ethnicity, colour
- Nationality including status as a refugee or asylum seeker
- Religion
- Being a disabled person
- Gender
- Age
- Sexual orientation
- Marital status
- Responsibility for dependents
- Previous criminal convictions (unless justified by another policy, for example the Adult Protection Policy)
- Or by any other conditions or requirements which cannot be shown to be justifiable within the context of this Policy.

LIP will take positive action to ensure that its services to, and contacts with, other groups and individuals reflect its own Equal Opportunities Policy.

LIP is committed to a programme of action to make this Policy fully effective and will ensure that all individuals connected with the provision of its services actively promote this Policy.

Monitoring and evaluation of this Policy will be carried out to ensure good practice.

2) Recruitment and Promotion Practices

- 2.1 All job advertisements will include an Equal Opportunities statement.
- 2.2 All application packs will include a monitoring form and a statement explaining the reasons for monitoring.

- 2.3 All posts will be advertised as widely as possible within the budget, considering reaching members of oppressed groups as outlined in section 1.
- 2.4 In its recruitment LIP will recognise the importance of relevant experience as being equally valuable to having formal qualifications.
- 2.5 Short listing and interviewing panels will try to include a balance in terms of a range of panel members, paying particular attention to gender, ethnicity, representation of disabled people and age.
- 2.6 Reasons for decisions at short listing and interviews will be recorded for the purpose of monitoring.
- 2.7 Acceptance of LIP's Equal Opportunities Policy will be a condition of employment.
- 2.8 All procedures relating to recruitment shall also apply to procedures for promotion.

3) Training

LIP recognises the importance of training as a key factor in the implementation of an effective equal opportunity programme and will ensure:

- 3.1 Provision will be made within the organisation for all staff and members of the Board to receive appropriate training as part of normal training policy.
- 3.2 All staff and board members with responsibility for recruitment, selection and promotion procedures will receive training and information to ensure that they are familiar with relevant legislation and codes of good practice.

4) Service Provision

LIP will take positive action to ensure that its services to, and contact with, other groups and individuals reflect its own Equal Opportunities Policy by:

- 4.1 Taking steps to identify and consult with groups and individuals having specific requirements as to how LIP's services may be improved to meet these requirements.
- 4.2 Ensuring that all individuals who represent LIP are aware of, understand, and operate to LIP's Equal Opportunities Policy.

5) Promotion of the Equal Opportunities Policy

- 5.1 LIP's Equal Opportunities Policy will be sent to all new members, with a recommendation that they endorse it.

- 5.2 LIP will encourage voluntary organisations and groups in Leeds to adopt an Equal Opportunities Policy; this encouragement will be provided through its meetings, conferences, publications and other ways that seem appropriate.
- 5.3 All staff and Board members representing LIP on other bodies should actively promote the adoption of an Equal Opportunities Policy within these organisations.
- 5.4 Contract Compliance:
LIP will use its purchasing powers to encourage equal opportunities practices in firms carrying out work for and supplying goods and services to LIP.

6) Employer's Responsibilities

- 6.1 The Board of Directors of LIP are responsible for the implementation and the monitoring of the Equal Opportunities Policy.
- 6.2 The Board of Directors of LIP will ensure that all individuals working at LIP, whether paid or unpaid, clearly understand what is expected of them in carrying out the Equal Opportunities Policy, and receive appropriate training or information.
- 6.3 LIP's Equal Opportunities Policy Statement will be made known to all employees, volunteers and board members and groups that we work with.
- 6.4 The Board of Directors of LIP will not victimise any employee who has provided information about discrimination.
- 6.5 The Board of Directors of LIP will delegate responsibility for ensuring implementation of its Equal Opportunities Policy to the workers.
- 6.6 The Board of Directors of LIP will measure the performance of staff in relation to objectives connected with Equality of Opportunity through the staff appraisal process.

7) Employee's Responsibilities

All employees of Leeds Involving People:

- 7.1 Will be required to co-operate in measures introduced by the Board of Directors of LIP to ensure and promote Equal Opportunities and non-discrimination.
- 7.2 Will consider the implications of Equality of Opportunity in relation to service delivery and work planning and will integrate this into their work.
- 7.3 Will not themselves discriminate, for example as supervisors or as representatives on interview panels.

- 7.4 Will not victimise any employee who has provided information about discrimination.
- 7.5 Will draw to the attention of management any suspected acts of discrimination.

8) Monitoring and Evaluation

- 8.1 Following the recruitment of staff, a report will be produced using information provided in the Equal Opportunities Monitoring Forms. This report will be presented to the next arranged meeting of the Board of Directors.
- 8.2 Information collected will be for the purpose of monitoring alone, and will be protected from misuse.
- 8.3 Monitoring will also be carried out in terms of service delivery – for example the involvement and membership activities and that LIP supports.
- 8.4 Evaluation of work in relation to Equality of Opportunity will be carried out within project evaluations as well as through staff appraisals (see 6.6).

9) Review

The Board of Directors of LIP will review this Equal Opportunities Policy regularly.

10) Breaches of the Policy

- 10.1 Breaches of the Equal Opportunities Policy by staff will be dealt with through the Complaints Policy and/or Disciplinary and Grievance Procedures if necessary.
- 10.2 Breaches of the policy by the Board of Directors of LIP members or volunteers will be dealt with through the Complaints Policy and/or Grievance procedures if necessary.
- 10.3 Breaches of the Policy by people using the service will be dealt with through the Complaints Policy.

11) Conclusion

By the adoption, publication and implementation of this Equal Opportunities Policy, Leeds Involving People demonstrates its concern that the voluntary sector should play an important role in the promotion of equal opportunities.