

## BRIDGING THE GAP ISLINGTON

# Equal Opportunities Policy

### 1. Equal Opportunities Policy Statement

Bridging the Gap Islington is committed to achieving equal opportunities in employment and the services it provides. No user of Bridging the Gap Islington's services, volunteer or employee, should receive less favourable treatment because of:- sex, colour, ethnic origin, age, race, disability, religion, sexual orientation, marital status, or any other criterion not relevant to the point at issue.

### 2. Scope

This policy applies to all employees, volunteers and service users of Bridging the Gap Islington.

### 3. Responsibilities

The Steering Group of Bridging the Gap Islington has overall responsibility for the effective operation of this policy. However, all employees, volunteers and service users have a duty as part of their involvement with Bridging the Gap Islington to do everything they can to ensure that the policy works in practice.

It is the responsibility of all employees, volunteers and service users to ensure that no other service user, volunteer or employee receives less favourable treatment than any other on the grounds stated in the introduction of this policy.

Bridging the Gap Islington recognises that some service users may, because of their past or present distress say or do things which would otherwise be unacceptable and incompatible with this Equal Opportunities Policy. Bridging the Gap Islington will do all it can to challenge such behaviour. In cases where intervention is possible a gentle approach will be adopted which aims to alter attitudes and behaviour while maintaining support for the service user.

### 4. Training and Recruitment

Bridging the Gap Islington will bring to the attention of all employees, volunteers and service users the existence of this policy, and will provide such training as is necessary to ensure that the policy is effective and that everyone is aware of it. Those responsible for recruiting volunteers to work in Bridging the Gap Islington projects are responsible for ensuring that they are aware of the equal opportunities policy and adhere to it.

- Bridging the Gap Islington will ensure that job descriptions, person specifications and application forms reflect only the requirements of the job and meet the organisations Equal Opportunities Policy statement.
- All advertisements will state that Bridging the Gap Islington is seeking to be an effective equal opportunities employer. A copy of Bridging the gap Islington's Equal Opportunities Statement will form part of all application packs.
- Application forms will make it clear that life experience as well as formal qualifications and work experience is valid.

### 5. Positive Action

Bridging the Gap Islington believes that passive support for equal opportunities is not enough and that positive steps shall be taken. Bridging the Gap Islington is committed to:

- Recognising and developing potential which has not been used before because of past discrimination and disadvantage.
- Encouraging access and applications from under-represented groups.
- Providing training for disadvantaged groups.

Every effort will be made to ensure that the services offered by Bridging the Gap Islington reflect the composition of the community it serves.

## 6. Collecting information

In order to develop and inform this policy, we will collect information about the ethnicity, gender, sexual preferences, age and disability of our staff, volunteers and service users. This will record the answers that people choose to give and will be anonymous and confidential. People will not be required to give any of this information. See appendix A

## 7. Dealing with complaints

If any service user, volunteer or employee feels that they have been, or are being discriminated against, in any way, they are entitled to pursue the matter with either:

- i) supervisory volunteers or employees of Bridging the Gap Islington
- ii) the steering group of Bridging the Gap Islington as outlined in our complaints policy.

All instances or complaints of discriminatory behaviour will be treated seriously.

## 8. Access for people with disabilities

Bridging the Gap Islington will endeavour to ensure, as far as is practicable, that all its Services are provided in premises which have access for people with disabilities

## 9. Use of language

Staff, volunteers and service users will avoid and challenge the use of language which, in any way, belittles;

- i) disabled groups and/or individuals with special needs
- ii) any ethnicity, culture or religion
- iii) a person's sexual orientation
- iv) women and/or men.

Where the language used has a personal impact on others, and it has been made clear to the person concerned that their use of such language is unwelcome and/or offensive, disciplinary action may be taken if they persist with it.

All materials used or developed by Bridging the Gap Islington will be judged in the light of the promotion of equal opportunities, and those considered to be discriminatory will not be used.

## 10. Sexual Harrassment

No member of staff, volunteer or service user should be subject to sexual harassment.

This is interpreted as unwanted behaviour of a sexual nature including:

- i) verbal sexual abuse
- ii) physical contact
- iii) repeated remarks which an individual finds offensive

If it has been made clear to the person concerned that their behaviour is unwelcome and they persist with it, then the service user, volunteer or employee who is the recipient of the behaviour will be entitled to make a formal complaint.

Approved: 20/9/17

To be reviewed: 9/19

## Appendix A

### Bridging the Gap Islington

### Equal Opportunities information

We want to collect information to help us to understand you better and improve our services. It would be helpful if you filled in the form below if the way you choose. IF YOU WISH, YOU MAY LEAVE ANY OR ALL OF THIS FORM BLANK

<b>Ethnic Group</b>	
Arab	
Asian or Asian British: Indian	
Asian or Asian British: Pakistani	
Asian or Asian British: Bangladeshi	
Asian or Asian British: Other	
Black or Black British: Caribbean	
Black or Black British: Other	
Mixed: White & Black Caribbean	
Mixed: White & Black African	
Mixed: White & Asian	
Mixed: Other	
Other Ethnic Group	
White British	
White Irish	
White Gypsy or Irish Travellers	
White Other	
Other	
Prefer not to say	
<b>Do you consider yourself to be disabled?</b>	
YES	
NO	
Other	
Prefer not to say	

<b>Age</b>	
18 – 25	
26 – 40	
40 – 55	
Over 55	
Other	
Prefer not to say	
<b>Gender</b>	
Man	
Woman	
Transgender	
Other	
Prefer not to say	
<b>Sexual preference</b>	
Opposite Sex	
Same sex	
Other	
Prefer not to say	