



CARE FOR THE FAMILY

EQUAL OPPORTUNITIES POLICY

INTRODUCTION

Care for the Family is an organisation that seeks to strengthen family life and to help those who are hurting because of family difficulties. It seeks to provide services on a fair and equitable basis and no person requiring services from Care for the Family will be treated less favourably than any other person on any grounds.

Care for the Family believes that all existing and prospective employees and other workers (including consultants and volunteers) have the right to be treated fairly and equitably, and with dignity and respect at work. This document outlines the charity's policy objectives and provides guidance on implementation.

PRINCIPAL STATEMENT

1. As an employer Care for the Family aims to ensure that no job applicant, employee or other worker receives less favourable treatment which is unlawful on the grounds of their gender, marital status, race, religion, colour, nationality, ethnic origin, disability, age or sexual orientation.
2. This policy applies in particular to the employment areas of recruitment, training, promotion, conditions of work, pay, leave arrangements and redundancy selection. In terms of recruitment, all job applicants will be selected on their ability to meet the requirements of the organisation and of the job.
3. All employees have personal responsibility for complying with this policy at all times, but all those in supervisory and management positions have a specific responsibility to ensure that the policy is continuously implemented. If an individual employee or worker has any doubt about their responsibilities, or the policy's application, or other questions, this should be raised with the Executive Director.
4. Where necessary, the charity will provide training to assist its employees and workers to fulfil their responsibilities under this policy.
5. Care for the Family aims to ensure that people with disabilities are given equal opportunity to enter employment. In doing so, it will fully consider reasonable adjustments to working practices, equipment and premises to ensure that a disabled person is not put at a substantial disadvantage due to their disability. In addition, when staff members become disabled in the course of their employment, every effort will be made through reasonable adjustment, retraining or redeployment to enable them to remain in the employment of Care for the Family.

6. Care for the Family is a Christian organisation whose ethos emerges from a desire and motivation to express Christ's love to all people. Jesus said that the greatest command is to love God and others as ourselves. Out of love for God, we try and reflect the love of Christ to each other.
Because of our Christian ethos there are posts which can only be filled by Christians. The nature of these posts or the context in which they are carried out, and their link to the ethos of the organisation give rise to an occupational requirement for the post-holders to be Christians. All staff in these posts are required to demonstrate a clear, personal commitment to the Christian faith. These posts are kept under regular review.
7. It is the intention of Care for the Family that no individual or organisation connected with its activities shall hinder the positive implementation of this policy. Any form of discrimination is unacceptable to Care for the Family.
8. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Care for the Family undertakes to comply fully with the DBS Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any person on the basis of a conviction or other information revealed.
9. Any acts of unlawful discrimination, or harassment, or bullying by an employee or other worker will be dealt with under the charity's disciplinary procedure and treated as either misconduct or gross misconduct depending on the severity of the offence.
10. The charity's grievance procedure should be used in the first instance by any employee or worker who believes that he/she has been treated in a way that contravenes this policy.
11. If an employee or worker believes that the grievance procedure is inappropriate, then they may raise the issue directly with the Executive Director.

HARASSMENT

12. The charity believes that every effort should be made to provide a working environment in which all employees and workers have the right to be treated with dignity and respect. Harassment on grounds of gender, marital status, race, religion, colour, nationality, ethnic origin, disability, age or sexual orientation is unlawful, as is the pursuit of any course of conduct, which amounts to the harassment of another. Any form of harassment will not be permitted or condoned and will be treated as a serious disciplinary matter.

For further details please see the Charity's Harassment and Bullying Policy.

BULLYING

13. The charity has a duty under Health and Safety legislation to promote the health, safety and welfare at work of staff. This duty applies to both physical and mental health. Bullying can be a cause of stress, and may also be unlawful discrimination under legislation prohibiting sex, race and disability

discrimination. Bullying, like discrimination and harassment, can be intentional or unintentional and will not be permitted or condoned and cases will be treated as a serious disciplinary matter.

For further details please see the Charity's Harassment and Bullying Policy.

EQUAL PAY

14. Men and women are entitled to be paid equally without any bias on the grounds of sex. This right is set out in the Treaty of Rome and is enforceable under UK law.

All reasonable steps will be taken to ensure that male and female staff receive equal pay for the same work and for work rated as equivalent and for work of equal value.

MONITORING AND REVIEW ARRANGEMENTS

15. We will regularly review our policies to ensure that we pursue an effective policy of equal opportunity.