

# K.P.C. YOUTH

Ken fig Hill, Pyle & Cornelly Youth

## KPC YOUTH EQUAL OPPORTUNITIES POLICY

### REVIEWED APR 13

#### SUMMARY

All Directors, Staff & Volunteers should behave in ways which ensure the practical application of equal opportunities by ensuring that the rights of others are safe guarded and upheld: treating all colleagues fairly; never harassing or victimising others.

KPC Youth is committed to taking positive steps to promote and sustain equal opportunities amongst its Directors, Staff, Volunteers and beneficiaries and in the services it provides. KPC Youth intends to promote this policy both inside and outside the organisation by promoting and implementing anti-discriminatory practice.

Regular monitoring of our practice will occur on an annual basis. Overall responsibility for implementing the policy and monitoring lies with the Project Manager.

Everyone has the right to fair and equal treatment for:

- Recruitment
- General Terms & Conditions of Service
- Training
- Development
- Supervision/ Appraisal
- Promotion

You should not experience disadvantage or harassment because of your:

- Ethnic Origin
- Gender reassignment
- Marital Status
- Disability
- Sexual Orientation

Registered Office: KPC Youth, Off Pyle Inn Way, Pyle, BRIDGEND CF33 6AB

Charity Reg. No. 1123339

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- Age
- Religion
- Working Pattern
- Pregnancy & Maternity
- HIV status
- Political beliefs

We want to ensure:

- Opportunities for employment are made known to a wide range of possible recruits
- Staff will be employed on the basis of their suitability for the work to be performed
- No applicants or employees are put at a disadvantage by rules or conditions that are not justified by the needs of the job
- Every employee's opportunities for training development or promotion are based solely on their ability/their aspirations, needs, availability of funding and the openings available

KPC Youth accepts the statutory requirements laid down in:

- Sex Discrimination Act 1975
- Race Relations Act 1996
- Equal Pay Act 1970
- Disability Discrimination Act 1998
- The Employment Protection (Consolidation) Act 1978
- The Employment Protection (Part Time Employees) Regulations 1995
- Rehabilitation of Offenders Act 1974 Section 4(2)
- Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975
- Equality Act 2010

which make it unlawful for an employer or an employee to discriminate against or treat an individual differently on the grounds of:-

- Ethnic Origin
- Gender

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- Marital Status
- Disability
- Sexual Orientation
- Age
- Religion
- Working Pattern
- Working Term of Pregnancy
- HIV Status
- Political Beliefs
- Recruitment to work with young people must not be refused solely on the basis of having recorded convictions, but will depend on the nature of the offence

## 1. DISCRIMINATION

The Sex Discrimination Act 1975 and the Race Relations Act 1976 make a distinction between direct and indirect discrimination.

### **Direct Discrimination**

Direct Discrimination is generally an obvious and easily identifiable form of discrimination. It occurs when a particular individual is treated differently because of one of the reasons listed on the previous page

### **Indirect Discrimination**

Some cases may not be so obvious. An unnecessary condition or requirement may be imposed, which although applied to everybody, is more difficult for people from some groups in society to meet than others. This is Indirect Discrimination.

### **Harassment**

Harassment is defined as unwanted, abusive or insulting behaviour towards another individual. It causes that person to feel threatened, humiliated or harassed, may interfere with work performance, undermine job security or create a threatening or intimidating environment. Harassment may take place on a number of grounds including those listed on

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the previous page.

## **Anti-Discrimination**

Throughout the recruitment of Directors, the recruitment and employment of staff, recruitment of volunteers and the provision of service, KPC Youth will actively and positively encourage anti-discrimination practice. Adverts for recruitment should consider methods which will reach all members of the community and promotion of our project should follow similar practice. Promotion of individuals should always be conducted in a positive manner and categorization is strongly discouraged. However, there may be instances when we will need to apply for a worker of a specific gender, due to the staff manning needs. This will be authorized by the Employment Services.

## **2. RESPONSIBILITY**

Equality of opportunity will be applied throughout all KPC Youth's policies and procedures.

The responsibility for promoting anti-discrimination and Equality within KPC Youth lies with the Chair of KPC Youth Board of Directors, all Directors, and all staff and volunteers.

KPC Youth expects that each person should be aware of their behaviour towards others. Everyone should be treated equally, and with respect. Each person should ensure that they do not behave in a way that could be regarded as harassment, discriminating or offensive.

KPC Youth expects that each individual should recognize that it is in the best interest of the organisation and of its management committee members to utilise the skills of the total workforce and that discrimination is unacceptable.

KPC Youth expects staff and volunteers to work within the spirit of our Equal Opportunities Policy. This means understanding that everyone, no matter how they differ from ourselves, has a right to be treated with respect in how we behave towards them and how we speak to them and about them. In practice this means:

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- Ensuring that member has the same opportunity to participate in activities
- Ensuring that everyone is treated with the same respect and courtesy
- Refraining from speaking in a manner that may be offensive
- Avoiding making jokes that others may find offensive
- Adhering to our Staff/Vols Code of Conduct

It is the responsibility of each person to report incidents of discrimination or harassment. The Directors and Project Manager have a duty to promote and sustain equality of opportunity by:

- Ensuring that all employees and volunteers are made aware of this policy and that discrimination, either directly or indirectly, or any form of harassment, is unacceptable; applying the principles of equality of opportunity throughout the application of KPC Youth's policies and procedures; ensuring the mechanism for reporting incidents of discrimination or harassment is known, understood and can be accessed by all employees.
- Monitoring incidents of discrimination via reports to staff and the Board of Directors
- Taking prompt action to stop harassment or discrimination as it is identified
- Promoting the use of appropriate terminology and language to ensure anti-discrimination practice is adopted

### 3. RECRUITMENT

Where possible vacancies are made open to as wide a pool of applicants as possible to ensure equal access. Registering a vacancy at the local Job Centre is a minimum requirement. Vacancies will normally be advertised internally and externally concurrently.

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All advertisements will contain closing dates for applications to be received and, where possible, an indication given of the week interviews will be held.

All applicants will receive:

- Job Description
- Person Specification

In addition the invitation to attend interview letter will include details of time of interview, location and format. Recruitment and selection is a matching process and the aims must always to select the most suitable available person for the job.

All applicants for paid or voluntary work will be required under the provision of the Rehabilitation of Offenders Act 1974 Section 4(2) and the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 to make known any criminal convictions that they may have. If applicants are provisionally offered an appointment to work with young people they will also need to complete the more detailed Disclosure process. A criminal conviction is not, in itself, a reason for us to refuse to employ someone to work with young people. Due consideration will be given to the number of convictions, their type and frequency, when they were committed, the sentences imposed and how relevant they are to the position applied for.

All applications will be short-listed against job specifications to ensure the most appropriate applicants are chosen and to provide reasons for not short-listing applicants deemed unsuitable.

#### 4. SERVICE DELIVERY

##### AIMS

To ensure that all youth have equal access to the facilities KPC Youth has to offer regardless of their:

- Ethnic Origin
- Gender
- Disability

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- Sexual Orientation
- Religion
- HIV status

## PROCESSES & ACTION

KPC Youth will exercise anti-discrimination practice, using positive language to promote the opportunities afforded by our Project, to ensure equality of opportunity and treatment.

Whilst the Welsh Language is not commonly used by staff or members at KPC Youth, should there be a requirement for bi-lingual information, literature etc., KPC Youth will endeavour to provide this as necessary (see also Welsh Language Policy)

### 5. HARRASSMENT

Where an employee or beneficiary reports harassment at KPC Youth, the following action will be taken:

- a. A written or verbal report will be taken from the person concerned and they will be advised regarding their rights. Support on a personal level will be offered.
- b. The incident will be reported to the Project Manager and Directors.
- c. The parent will be contacted where appropriate.
- d. The Board of Directors will decide on the most appropriate course of action, liaising with equal opportunities agencies if appropriate.

Where a member of KPC Youth Staff is accused of harassment the following action will be taken:

- a. The Project Manager will be informed immediately.
- b. The member of staff will be asked to report to the Project Manager immediately to discuss the incidence and write a report.
- c. The Board of Directors will be informed and asked

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to make a decision in conjunction with the Project  
Manager regarding the most appropriate action until the case is  
solved.

- d. Where a member of staff is found guilty of harassment the Project Manager and Directors will decide upon the most appropriate disciplinary procedure.
- e. Staff will be entitled to a disciplinary review.

## 6. TRAINING & DEVELOPMENT

All employees and beneficiaries will have equal access to Training & Development opportunities regardless of the Reasons listed on Page 4.

This will be regularly reviewed during staff supervision and appraisal. Provision of training will be based on individual need, KPC Youth's need and funding availability.

## 7. MONITORING & EVALUATION

All aspects of this policy will be monitored on a yearly basis. Responsibility for monitoring & evaluation lies with the Project Manager and Directors.

This Policy links to other KPC Policies including:

Bullying & Harrassment  
Welsh Language Policy  
CRB Recruitment  
Welsh Language policy  
& Code of Conduct



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