



Equal Opportunities Policy

STATEMENT OF POLICY

- STRANGE TOWN believes that a policy of maximising the effective use of human resources is in the employees, volunteers and the Community's best interests.
- All members of the Board, Advisory Committee Members, staff, volunteers, and applicants for employment/voluntary work will be offered equal opportunities irrespective of their sex, marital status, colour, ethnic origin, religion, sexual orientation, age, disability or unrelated criminal record, in all aspects of training, employment or volunteering, which are normally available within STRANGE TOWN.
- The operation of recruitment, training and promotion for employees and volunteers will be on the basis of the job requirements and the individual's ability.
- Board, Advisory Committee Members, staff and volunteers shall be aware of the provisions of this policy. This may be achieved, for example, by means of advertisements, job descriptions, application forms, posters, training courses or handbooks.
- All personnel involved in management, employee and volunteer recruitment/selection and dealing with the public shall be given training and guidance in the relevant statutes and organisational policy, and their own personal liability.

PRE-CONCEPTIONS

- In the application of an Equal Opportunity Policy, it is essential the Board, Advisory Committee Members and staff guard against discrimination on the basis of possible assumptions that individuals, because of their sex, marital status, colour, ethnic origins, religion, sexual orientation, age, disability or unrelated criminal record, possess characteristics which would make them unsuitable for employment or volunteering.
- Any restrictions, which are applied by management, and/or senior staff which affect certain groups of staff or volunteers more than others may effectively constitute indirect discrimination and should be reviewed and altered to redress any imbalance.

RECRUITMENT AND PROMOTION

- Applicants for posts and volunteering shall be given as much clear and accurate information about posts through advertisements, job descriptions and interviews in order to enable them to assess their own suitability for a post. Information about posts shall be placed and prominently displayed where it may reach individuals of both sexes and all groups previously referred to.
- All applicants and volunteers shall be informed that STRANGE TOWN encourages equal opportunities and operates an equal opportunities policy. Such information should be included in advertisements, job descriptions and/ or application forms.
- All personnel specifications for posts and voluntary work shall include only requirements that are necessary and justifiable for effective performance.
- All interviews shall be thorough, conducted on an objective basis and shall deal only with the applicants suitability for the job or voluntary work and ability to fulfil the job requirements. Where it is necessary to assess whether personal circumstances will affect performance of the job, for example when it involves unsocial hours or extensive travel, this should be discussed objectively without detailed questions based on assumptions about marital status, children and domestic obligations.

- STRANGE TOWN will not discriminate on the basis of sex, marital status, colour, ethnic origin, religion, sexual orientation, age, disability or unrelated criminal record in the allocation of duties between staff employed in any grade or grades with comparable job descriptions.

TRAINING

- It is the policy of STRANGE TOWN that it shall not discriminate in the provision of training courses.
- Appropriate training shall be provided to enable staff to perform their jobs effectively.
- Age limits for entry to training provisions should not be restrictive to exclude certain groups of staff.
- All Board, Advisory Committee Members and staff involved in interviewing shall be trained to ensure that selection is made on an objective basis and that encouragement is given to women and men to take full advantage of training opportunities.

GRIEVANCE AND VICTIMISATION

- Particular care will be taken to deal effectively with any complaint of discrimination or sexual harassment which should be pursued through the Grievance Procedures.
- Any employee or volunteer who may feel discriminated against on the grounds of their sex, marital status, ethnic origins, colour, religion, sexual orientation, age, disability or unrelated criminal record has recourse via an appointed officer (see below) to have their complaint fully investigated. All parties involved in such a complaint and its subsequent investigation shall be made fully aware of the findings.

MONITORING

- STRANGE TOWN's Board shall be responsible for monitoring the effectiveness of the Equal Opportunity Policy with overall responsibility for its implementation.
- Grievance & Victimisation Procedure for Complaints by Staff
 - First Stage
 To lodge complaint to STRANGE TOWN's Directors
 - Second Stage
 If not satisfied with outcome, you can ask for complaint to be taken to STRANGE TOWN's Chairperson
 - Final Stage
 Complaint can be brought to STRANGE TOWN's Board
- Monitoring procedures will be established and all aspects of personnel policies and procedures will be kept under review to ensure that they do not operate against equal opportunities.

www.strangetown.org.uk

Strange Town is a charity and limited company by guarantee incorporated in Scotland with company number SC330197 and Scottish charity number SC045646
Registered office: Out of the Blue Drill Hall 36 Dalmeny St Edinburgh EH6 8RG

