



WHEATSHEAF TRUST



EQUAL OPPORTUNITIES POLICY AND PROCEDURE

Aim

Wheatsheaf Trust is committed to equal opportunities and is opposed to any form of discrimination.

The aim of this policy is to provide fair treatment for all employees, volunteers, and all those to whom we offer services or with whom we work in partnership. This can only be achieved by identifying barriers to accessing and delivering services, by respecting diversity, and by eliminating discrimination.

Recruitment, Training and Development of Staff

We aim to have staff who broadly represent the communities they serve.

The widest range of suitable candidates for jobs with the company will be sought, with the aim of reaching groups of people under-represented in the workforce/community.

There will be an open and fair process for recruitment and selection, and all staff will have access to the training and development opportunities they need to extend their knowledge and skills.

Selection decisions will be made on the basis of objective evidence assessed against Job Descriptions and Person Specifications compiled to reflect Wheatsheaf Trust's business needs. All job applicants will be issued with a copy of the company's Equal Opportunities policy.

Employment Policies and Practices

The company's employment policies and practices will be open and fair, monitored for consistency, and reviewed regularly to ensure they fit the purpose for which they were designed.

Working with Other Organisations

Where the company provides services in association with other organisations, it will aim to build on their expertise and success, and promote the principle of equality of opportunity with partners at all times.

Translation Services

Any information produced by the company, including this policy statement, will be made available on request in minority ethnic languages, on audio tape, Braille and in large print versions.

Direct Discrimination

Direct discrimination is where an individual or group of individuals is treated less favourably than others on such grounds as race, colour, creed, nationality or citizenship, age, class, ethnic or national origin, gender, marital status, sexuality, physical or mental health, appearance, caring responsibilities, political or religious beliefs, or some other aspect of

personal make-up or life-style. Many forms of direct discrimination are illegal, or are subject to Codes of Practice, which explicitly condemn discrimination as being inappropriate.

Indirect Discrimination

Indirect discrimination is where a condition or requirement is applied to one particular individual or group, which is not applied to others and, therefore, adversely affects that individual/group. In many instances, where this treatment cannot be justified, it is also illegal.

Challenging Discriminatory Behaviour

Wheatsheaf Trust will challenge language and behaviour, which causes offence to an individual or group of individuals. The company will clearly display its Equal Opportunities policy, and ensure that all staff and volunteers have received training on what constitutes discriminatory behaviour. The challenge will be undertaken in a way which does not humiliate the person accused, but which clearly demonstrates to those adversely affected that the behaviour is deemed unacceptable and has been challenged. The company reserves the right to refuse to work with, or to withdraw services from, anyone displaying discriminatory behaviour.

Victimisation

Anyone bringing proceedings, giving evidence or information, or alleging contravention of the law, if done in good faith, is protected under the law from victimisation.

Harassment

Any form of behaviour which causes offence to another individual or group of individuals should be reported so that it can be dealt with fairly and sympathetically. Breach of this policy may be treated as a disciplinary offence and could lead to dismissal.

Consultation and Evaluation

Wheatsheaf Trust will seek the views of those with whom it comes into contact on a regular basis to ensure that equality of opportunity is both perceived and experienced by them. This may take the form of surveys, questionnaires, interviews, focus groups and other structured methods of evaluating services. Equally, it will be done through informal discussion and observation, undertaken on an on-going basis.

Monitoring

In order to ensure that the company is meeting its responsibilities in terms of equality of opportunity, and to provide information to funders, service users may be asked to give relevant information about themselves for monitoring purposes. At all times, however, the right of confidentiality of information on the part of the individual will be respected.

Compliance

All members of the Wheatsheaf Trust Board, staff and volunteers associated with the company are required to abide by this policy.