



## **Equality Policy**

WISE UP Workshops recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the organisations position on equal opportunity in all aspects of employment, including recruitment. Promotion, giving guidance and encouragement to employees at all levels to act fairly and prevent discrimination on the grounds of sex, pregnancy or maternity, race, marital status, part-time and fixed-term contract status, age, disability, sexual orientation or religion or belief.

### **Statement of Policy**

- It is the policy of WISE UP Workshops to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, race, marital status, disability, age, part-time or fixed-term contract status, sexual orientation or religion or belief, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.
- The organisation recognises that adhering to the equal opportunities policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisations and the employees' best interests. WISE UP Workshops recognises the great benefits in having a diverse workforce with different backgrounds solely employed on ability.
- The application of recruitment, training and promotion policies to all individuals will be on the



basis of the job requirements and the individual's ability and merits.

- WISE UP Workshops maintains a Singular Equality Action Plan, which is routinely reviewed and updated.
- All employees of WISE UP Workshops will be made aware of the provisions of this policy and of the singular equality action plan.

## **Recruitment and promotion**

- Advertisement for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, pregnancy or maternity, race, marital status, disability, part-time and fixed-term contract status, age, sexual orientation or religion or belief.
- Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated
- All vacancies will be circulated internally
- All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.
- All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.



## **Employment**

- WISE UP Workshops will not discriminate on the basis of sex, pregnancy or maternity, race, marital status, disability, part-time and fixed-term contract status, age, sexual orientation or religion or belief in the allocation of duties between employees employed at any level with comparable job descriptions.
- WISE UP Workshops will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.
- All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

## **Training**

- Employees will be provided with appropriate training regardless of sex, pregnancy or maternity, race, marital status, disability, part-time and fixed-term contract status, age, sexual orientation or religion or belief.
- All employees will be encouraged to discuss their career prospects and training needs with their line manager or the senior management team.

## **Grievances and Victimisation**

- WISE UP Workshops emphasises that discrimination is unacceptable conduct, which may lead to disciplinary action under the organisations disciplinary procedure.
- Any complaints of discrimination will be pursued through WISE UP Workshops grievance procedure.



Signed: E.ROBERTS    June 2018