



Bishop's Stortford
Youth Project



Bishop's Stortford Youth Project (Thirst Youth Café)

Equal Opportunities Policy

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Section 1: Details of the organisation

Bishop's Stortford Youth Project acting as Thirst Youth Café

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Registered Charity number: 1154678

Section 2: Statement

Statement of Policy:

- Bishop's Stortford Youth Project is committed to promoting equal opportunities.
- Bishop's Stortford Youth Project values diversity and encourages fairness and justice.
- Bishop's Stortford Youth Project wants equal chances for everyone, free from discrimination and victimisation.

Section 3: The objective of this Policy

The objective of this policy is that no person should suffer or experience less favourable treatment, discrimination or lack of opportunities on the grounds of gender, race, colour, nationality, ethnic origin, religious or philosophical beliefs, health status, HIV status, age, marital status, parental status, sexual orientation, political beliefs, class, responsibility for dependents, physical attributes, or any other grounds which cannot be shown to be justifiable within the context of this policy.

In the provision of services and the employment of staff, Bishop's Stortford Youth Project is committed to promoting equal opportunities for everyone. Throughout its activities, we will treat all people equally whether they are:

- Seeking or using our services.
- Staff, trainee workers, volunteering and students on work experience or on our young person's volunteering scheme.

Section 4: How the policy will be implemented and who is responsible?

The trustees of Bishop's Stortford Youth Project have over all responsibilities for this policy. Each team leader also has responsibilities and we expect all our employees and volunteers to abide by the policy and help create the equality environment which is its objective.

In order to implement this policy we shall:

- Communicate the policy to employees, job applicants, volunteers and relevant others.
- Incorporate equal opportunity notices into general communications practices.
- Ensure that adequate resources are made available to fulfil the objectives of the policy.

Section 5: Conduct and general standards of behaviour

All staff and volunteers are expected to conduct themselves in a professional and considerate manner at all times. Bishop's Stortford Youth Project will not tolerate behaviour such as:

- making threats
- physical violence

- shouting
- swearing at others
- persistent rudeness
- isolating, ignoring or refusing to work with certain people
- telling offensive jokes or name calling
- displaying offensive material such as pornography or sexist / racist cartoons, or the distribution of such material via email/ text message or any other format.
- any other forms of harassment or victimisation.

The items on the above list of unacceptable behaviours are considered to be disciplinary offences within Bishop's Stortford Youth Project.

Section 6: Complaints of discrimination

Bishop's Stortford Youth Project will treat seriously all complaints of unlawful discrimination on any forbidden grounds made by employees, trustees, clients and will take action where appropriate. All complaints will be investigated in accordance with the organisation's grievance, complaints procedure, as appropriate and the complainant will be informed of the outcome in line with these procedures.

We will also monitor the number and outcomes of complaints of discrimination made by staff or volunteers.

Section 7: Recruitment and Selection

- The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
- Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.

- We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
- All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do their job.
- Short-listing and interviewing will be carried out by more than one person where possible.
- Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
- Selection decisions will not be influenced by any perceived prejudices of other staff.