Community HeARTs Equal Opportunities Policy

Introduction

- Community HeARTs is committed to promoting equal opportunities and ensuring that our workplace and community services are accessible, inclusive, and supportive of all individuals. We believe in the value of diversity and are dedicated to creating an environment where everyone is treated with dignity and respect.

Purpose

- The purpose of this policy is to outline Community HeARTs commitment to equal opportunities, detail our responsibilities, and provide guidelines for promoting equality and preventing discrimination in all aspects of our operations.

Scope

- This policy applies to all employees, volunteers, members, and service users of Community HeARTs. It covers all areas of operation, including recruitment, employment, training, and service delivery.

Policy statement

Community HeARTs is committed to:

- **Equal Treatment**: Ensuring that all individuals are treated fairly and with respect regardless of race, colour, nationality, ethnic or national origin, sex, marital status, sexual orientation, gender identity, age, disability, religion or belief, political beliefs, socio-economic background, or any other characteristic protected by law.
- **Non-Discrimination**: Prohibiting discrimination, harassment, and victimisation in all forms, including direct and indirect discrimination, bullying, and harassment.
- **Accessibility**: Making reasonable adjustments to accommodate individuals with disabilities, ensuring our services and facilities are accessible to all.
- **Diversity and Inclusion**: Promoting a culture of diversity and inclusion, recognising the unique contributions and perspectives that individuals from diverse backgrounds bring to the organisation.

Responsibilities

- **Trustees and Senior Management**
  - Ensure that the policy is implemented effectively and consistently.
  - Promote an inclusive culture within the organisation.
  - Review and update the policy as necessary.

- **Managers and Supervisors**
  - Lead by example and foster a respectful and inclusive environment.
  - Ensure all team members understand and adhere to the equal opportunities policy.
  - Address any complaints or concerns related to discrimination or harassment promptly and appropriately.

- **Employees and Volunteers**
  - Treat all colleagues, service users, and community members with dignity and respect.
  - Report any instances of discrimination, harassment, or unfair treatment.
  - Participate in training and development opportunities related to diversity and inclusion.

- **Human Resources**
  - Ensure recruitment, selection, and promotion processes are fair and based on merit.
  - Provide training on equal opportunities and diversity to all employees and volunteers.
  - Monitor and report on the effectiveness of the equal opportunities policy.

Implementation

- **Recruitment and Selection**
    - Use unbiased job descriptions and person specifications.
    - Ensure recruitment processes are transparent, fair, and based on the merit of skills and experience.
    - Encourage applications from underrepresented groups.

- **Training and Development**
    - Provide ongoing training on diversity, inclusion, and equal opportunities to all employees and volunteers.
    - Support the continuous development of all staff, ensuring equal access to training and advancement opportunities.

- **Service Delivery**
    - Ensure services are designed and delivered in a way that respects and values diversity.
    - Regularly review and adapt services to meet the diverse needs of the community.

Monitoring and Evaluation

- **Community HeARTS Feedback form**
    - Collect and analyse data on the diversity of our workforce and service users.
    - Regularly review the effectiveness of the policy and make necessary adjustments.
    - Report findings and actions to the Board of Directors and stakeholders.

- **Complaints Procedure**
    - Community HeARTs is committed to addressing any complaints of discrimination or unfair treatment promptly and effectively. Any individual who believes they have been subject to discrimination or unfair treatment should follow the established complaints procedure, which includes:
        - **Informal Resolution**: Attempting to resolve the issue informally with the person(s) involved.
        - **Formal Complaint**: Submitting a formal complaint to a manager or the HR department.
        - **Investigation**: A thorough and impartial investigation will be conducted.
        - **Outcome and Actions**: Appropriate action will be taken based on the findings of the investigation.

Review

- This policy will be reviewed annually or as required by changes in legislation or organisational needs.

Conclusion

- Community HeARTs is committed to fostering an environment of equality, diversity, and inclusion. By adhering to this policy, we aim to ensure that everyone in our community feels valued, respected, and supported.