



EQUAL OPPORTUNITIES POLICY

1. Statement of Policy

KEY recognises that everyone has a contribution to make to our society and a right to equal treatment. We aim to ensure that no one will be discriminated against on the grounds of:

- Age
- Class
- Employment Status
- Physical or mental disability or mental health
- Political belief
- Race Religion
- Sex
- Marital Status or caring responsibilities
- Sexuality
- Offending background

2. Scope

This Equal Opportunities policy applies to all participating in the organisation of **KEY** and its activities.

3. Equal Commitments

KEY is committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation.
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice
- Complying with our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate

- Regarding all breaches of equal opportunity policy as matters which must be dealt with directly and proportionately.

4. Implementation

The Chair and Trustees have responsibility for the effective implementation of this policy. Each member of staff and volunteer also has responsibilities, and we expect all involved in any way in **KEY**'s activities to abide by the policy and to help create the equality environment, which is its objective.

In order to support the implementation of the policy the Trustees will:

- Communicate the policy and commitments to all staff, volunteers and relevant others
- Incorporate equal opportunity notices into general communications practices, (eg. Newsletters, Website)
- Ensure that adequate resources are made available to fulfil the objectives of the policy
- Ensure that every applicant for a job, and every employee, is given equal opportunity whatever his or her personal status, except in a matter of:
 - (a) Religious belief where **KEY** requires employees to be in sympathy with the aims of the Christian Church and
 - (b) Offending background, in any case where the criminal record history relates to the requirements of the post.
- The application of any recruitment, training and support policies for employees and volunteers will be solely on the basis of job/task requirements and the individual's ability and fitness for that role.
- Ensure that those responsible for the selection and management of employees and volunteers are given information and, or, training to enable them to minimise the risk of discrimination.
- Investigate circumstances where it appears that equal opportunities are not being offered, to see if there are any policies or criteria which exclude or discourage individuals and, if so, whether these policies and criteria are justifiable.
- Take action where necessary to redress the effects of any policy or criteria which are found to have unjustifiably limited the provision of equal opportunities.

5. Monitoring and Review

We will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. The effectiveness of our equal opportunities policy will be reviewed annually and action taken as necessary.

6. Complaints

Anyone who believes that they have suffered any form of discrimination, harassment or victimisation in the context of **KEY** or its activities are entitled to raise the matter either in writing or in person to any Trustee. All complaints of discrimination will be referred to the Chair and dealt with seriously, promptly and with appropriate confidentiality.

DEFINITIONS

'Discrimination' is where a person is treated less favourably than another not on the merits of the case but on grounds of 'personal status'.

'Indirect Discrimination' means discrimination by the imposition of requirements which, although equally applicable to all possible applicants, may nevertheless be discriminatory because:

The number of persons of the same personal status who can comply with the requirement is considerably smaller than the number who cannot; and

The requirement cannot be shown to be justifiable.