



Equal Opportunities Policy

Statement of Commitment to Equal Opportunities

Fair and equitable treatment for all employees and for all applicants for employment. Rochdale Borough Disability Sports and Leisure Forum regards this as a commitment to make full use of the talents and resources of all employees and to provide an environment which will encourage good productive working relationships throughout the organisation.

This means affording equal access to any employment opportunities within the organisation within the organisation according to an individual's ability, free from any arbitrary or unjustified considerations.

To this end, the organisation's policy is that all employees will be given equal opportunity without prejudice or discrimination by reason of race, colour, nationality, religious belief, sex, sexual orientation, marital status, age, disability, national or ethnic origin, or any other criteria that cannot be shown to be justifiable. This basic principle applies to all aspects of employment, selection, promotion and training and adheres to the following Acts:

Sex Discrimination Act 1975 – an Act to render unlawful certain kinds of sex discrimination and discrimination on the ground of marriage and establish a Commission with the function of working towards the elimination of such discrimination and promoting equality of opportunity between men and women generally; and for related purposes

Race Relations Act 1976 & Race Relations (Amendment) Act 2000 – an Act to render it unlawful to discriminate against anyone on the grounds of race, colour, nationality or ethnic origin. The amended Act also imposes a general duty on public bodies to promote equality of opportunity and good race relations.

Disability Discrimination Act 1995 – an Act to render it unlawful to treat a disabled person less favourably because they are disabled. Service providers have to consider making reasonable adjustments to the way they deliver their services to that disabled people can use them and to consider making permanent physical adjustments to their premises.

The Human Rights Act 1998 – an Act to give further effect to rights and freedoms guaranteed under the European Convention on Human Rights; to make provision with respect to holders of certain judicial offices who become judges of the European Court of Human Rights; and for connected purposes.

1. Implementation of the Equal Opportunities Policy

- Overall responsibility of implementing the organisation's Equal Opportunities Policy and co-ordinating equal opportunity activities on a day to day basis are Nancy Wood and Helen Munro
- Monitoring the effectiveness of the Policy
- Producing an annual report on the effectiveness of the Policy
- Reviewing the policy and making recommendations for changes and improvements as necessary
- Communicating the Policy to all staff
- Arranging training for all staff to develop their understanding of the importance of equal opportunities and how to implement the Company's policy
- Arranging for positive action to be taken to address any areas where one group may be disadvantaged
- Ensuring that suitable access and facilities are made available for disabled employees at the organisation's bases, so far as is reasonably practicable
- Encouraging suppliers and sub-contractors to adopt a similar policy on equal opportunities

- All staff are expected to comply wholeheartedly with the organisation's Equal Opportunities Policy. Any questions or concerns they may have about the policy or its implementation should, in the first instance, be made to their Line Manager. If this is not appropriate for any reason, any questions or concerns should be raised with Nancy Wood or Helen Munro.
- Failure to comply with the Equal Opportunities Policy by any member of staff will be considered to be a disciplinary matter and will be dealt with in accordance with the organisation's Disciplinary Procedure as contained in the Staff Handbook.

2. Harassment at Work

Definition of harassment:

For the purpose of this policy, harassment is taken as being any unwanted conduct towards an employee of the organisation, which affects his or her dignity and causes offence or distress. The harassment may be sexual in nature or related to ethnic origin, personal beliefs and convictions or age.

Forms of unwanted behaviour could include:

- Physical contact
- Jokes, offensive language, gossip, slander, sectarian songs and letters
- Posters, graffiti, obscene gestures, flags, bunting and emblems
- Isolation or non-co-operation and exclusion from social activities
- Coercion for sexual favours and pressure to participate in political/religious groups
- Intrusion by pestering, spying or stalking

The organisation will not tolerate or condone any form of harassment. Wilfully committing harassment will be dealt with under our Disciplinary Procedure.

3. Procedure for Dealing with Complaints of Discrimination or Harassment

Complaints of discrimination or harassment should, if possible, be dealt with in accordance with the organisation's Grievance Procedure, as detailed in the Staff Handbook. However, the complaint can be made directly to the Chief Officer, who will undertake an initial investigation of the complaint. If requested, or if considered appropriate, a male/female (whichever is the more appropriate) member of staff will undertake the initial investigation. After this, an appropriate course of action will be decided and this will be communicated to the complainant within one week of the initial complaint.

The organisation will always look to resolve any such complaint on an informal basis. However, the complaint can be made formally and to any of the Trustees, if the complainant so wishes.

The organisation will not retaliate in any way against an employee, potential employee or former employee who, in good faith, makes a complaint or report under the Equal Opportunities Policy or against harassment. Retaliation against any individual for making such a complaint or report will not be tolerated and will itself be the subject of disciplinary action.