



Shiva Cultural & Community Centre

Charity Regd:1122604 UK & Wales

Tell-01252404304, Mob: 07378651331, Email. Shivatemplealdershot@gmail.com

Equal Opportunities Policy

1. Statement of intent

SHIVA CULTURAL AND COMMUNITY CENTRE is actively opposed to all forms of discrimination in whatever form, and is committed to implementing effective and practical measures that combat all direct and indirect discrimination in its activities.

SHIVA CULTURAL AND COMMUNITY CENTRE is committed to the active promotion of activities that are free from all forms of discrimination. This will be reflected in all agreed working practices and through representation on its Management Committee.

In adopting this Equal Opportunities Policy, **SHIVA CULTURAL AND COMMUNITY CENTRE** is also making a clear commitment to implementing it, so as to ensure that equal opportunity becomes a reality.

2. Definition of Discrimination

- (a) Discrimination can be direct or indirect. Both forms of discrimination must be avoided.
- (b) Direct discrimination occurs when one person is treated less favourably than another on grounds relating to sex, race/nationality, marital status, age, disability, sexual orientation, political opinion or religion.
- (c) Indirect discrimination occurs where a requirement is imposed which can be complied with by a smaller proportion of persons of a particular sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, than persons in another group and which is not objectively justifiable in the given situation. Examples include:
 - seeking job applications only from persons under 27 years of age and with five years' post-graduate experience;
 - demanding technical qualifications for a job which are not strictly necessary;
 - sending only full time employees on training courses.

3. Code of conduct

People will be treated with dignity and respect regardless of race, nationality, gender, sexual orientation, disability and age.

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At all times people's feelings will be valued and respected. Language or humour that people find offensive will not be used e.g. sexist or racist jokes or language, which is belittling to someone with a disability.

No one will be harassed, abused or intimidated on the ground of his or her race, sex, age, nationality or sexual orientation. Incidents of harassment will be taken seriously and in accordance with the Harassment Policy. If the matter cannot be resolved by way of an acceptable apology and an undertaking that the offence will not be repeated, the following action will be taken:

- (a) in a case involving a member of the **SHIVA CULTURAL AND COMMUNITY CENTRE**, he or she will be suspended from membership until such time as he or she can appear before the Management Committee in accordance with the Clause (**Termination of Membership**) of the constitution.
- (b) In a case involving staff, disciplinary action will be taken in accordance with the procedure outlined in their terms and conditions of employment.

4. Recruitment and Promotion

For more detailed information, seek reference from the **SHIVA CULTURAL AND COMMUNITY CENTRE's** 'Recruitment Policy'.

- (a) Advertisements 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, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
- (b) 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.
- (c) All descriptions and specifications for posts will only include requirements that are necessary and justifiable for the effective performance of the job.
- (d) All selection will be conducted against defined criteria and will deal only with the applicant's suitability for the job.

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5. Employment

- (a) The **SHIVA CULTURAL AND COMMUNITY CENTRE** will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.
- (b) All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

6. Training Opportunities

- a) Subject to the requirements of them to undertake their duties, employees and volunteers will be encouraged to participate in training opportunities relevant to their duties and personal development.
- b) The **SHIVA CULTURAL AND COMMUNITY CENTRE** will develop a structured training programme to assist in ensuring that all employees and volunteers have access to such opportunities.
- c) All employees and volunteers will be encouraged to discuss their training needs with the nominated officer.

7. Monitoring

- (a) It is the responsibility of the **Trustees** to ensure that all aspects of this policy are kept under review and are operated throughout the Charity.
- (b) Where it appears that employees/volunteers are not being offered equal opportunities, circumstances will be investigated to identify any policies or criteria which exclude or discourage certain employees/volunteers and, if so, whether these are justifiable.

8. Grievances and victimization

- (a) The **SHIVA CULTURAL AND COMMUNITY CENTRE** emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the organisation's Disciplinary and Complaints Procedure.
- (b) Any complaints of discrimination will be pursued through the organisation's Disciplinary and Complaints Procedure.

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Chair.....

Date.....

Review date

Queens Road, Aldershot, GU11 3JE