



JustUs Equal Opportunities Policy

1. Aims and Objectives

- 1.1. JustUs recognises that discrimination is unacceptable and although equality of opportunity is a standing feature of our operational practices and procedure, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.
- 1.2. The aim of the policy is to ensure no applicant, volunteer, contractor or trustee is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age, disability or non-relevant offending history.
- 1.3. JustUs will ensure that the policy is made available for all applicants, contractors, volunteers and trustees.
- 1.4. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
- 1.5. JustUs will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

2. Recruitment and Selection

- 2.1. The recruitment and selection process of contractors, trustees and volunteers is crucial to any equal opportunities policy. JustUs 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.
- 2.2. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
- 2.3. 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.
- 2.4. JustUs will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
- 2.5. JustUs will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
- 2.6. All applicants who apply for positions with us will receive fair treatment and will be considered solely on their ability to carry out the role's requirements.

- 2.7. Trustees will periodically review their selection criteria to ensure that they are related to the role requirements and do not unlawfully discriminate.
- 2.8. Short listing and interviewing will be carried out by more than one person where possible.
- 2.9. Interview questions will be related to the requirements of the role and will not be of a discriminatory nature.
- 2.10. JustUs will not disqualify any applicant because he / she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
- 2.11. Selection decisions will not be influenced by any perceived prejudices of other staff, and perceived prejudices will be dealt with appropriately.

3. Monitoring

- 3.1. JustUs will maintain and review the records of all contractors and volunteers in order to monitor the progress of this policy.
- 3.2. Monitoring may involve:
 - 3.2.1. The collection and classification of information regarding the race in terms of ethnic / national origin and sex of all applicants and current contractors / volunteers / trustees;
 - 3.2.2. The examination by ethnic / national origin and sex of the distribution of contractors and volunteers and the success rate of the applicants; and
- 3.3. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

Adopted:	June 2016
Last Reviewed	January 2018
Next Review date:	January 2021