

## **EQUAL OPPORTUNITIES POLICY**

**Reviewed July 18/ Next review July 19 Person Responsible: Dahlia Abdulla**

**Policy – in conjunction with the Equality and Diversity Policy.**

It is the aim of Copts in Need to be an equal opportunities employer. It is our intention to ensure no employee, job applicant or user of the service receives less favourable treatment on the grounds of sex, sexual orientation, disability, marital status, race, religion, creed, colour or ethnic origin.

It is the responsibility of all members of staff to apply the policy in practical situations. The responsibility for ensuring the policy is constantly applied lies with the chairman of Copts in Need organisation.

### **Recruitment and selection**

The intention of the recruitment procedure is to ensure the most appropriate response to any vacancies. We would like to ensure the highest quality of candidates and will take positive steps to promote vacancies and the equal opportunity policy.

Selection is crucially important and is carried out according to the needs of the organisation. It is our intention to ensure selection decisions are based on merit and will not discriminate directly or indirectly.

- Person specifications or job descriptions will be reviewed to ensure they are in line with the equal opportunity policy
- Advertisements will not discriminate either directly or indirectly and requirements which are unnecessary to the post will be excluded
- The secretary of CIN is responsible for all recruitment advertising. In addition to using local media it will be ensured that vacancies are advertised in job centres and other relevant places.
- All applicants who apply for jobs will receive fair treatment and will be considered solely on their ability to do the job
- The board of trustees will periodically review the recruitment procedure to ensure it does not discriminate
- Short listing and interviewing will be carried out by more than one person
- Where a post involves irregular or unsociable hours or travel, these facts will be referred to in the job description and other recruitment literature
- Questions asked at interview will be directly related to the job and not be of a discriminating nature
- Individuals will be assessed according to ability to do a given job. General assumptions will not be made that race/sex/religion etc would disqualify them from carrying out certain types of work