

## Oasis Children's Venture

### EQUAL OPPORTUNITIES AND DIVERSITY POLICY

#### **1 DECLARATION OF INTENT**

- 1.1 Oasis is committed to taking positive action to fight unlawful discrimination in every respect of its work.
- 1.2 Oasis is committed to taking positive action to foster all aspects of Diversity within its leadership structures.
- 1.3 Oasis is an equal opportunities employer. The aim of its equal opportunities policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, ethnic or national origin, religion, gender, sexual orientation, marital status, or disability, nor should they be disadvantaged by requirement. Oasis will strive to redress any imbalance that may become evident.
- 1.4 The management committee shall review the content and effectiveness of the policy whenever a new staff appointment is to be made, and at other times as may be necessary. The Director is responsible for the policy's day to day implementation.
- 1.5 Oasis will monitor and review the composition of its management committee with the aim of promoting a broad-based representation.

#### **2 RECRUITMENT OF STAFF**

- 2.1 A written job description and person specification shall be prepared in respect of every vacancy that arises and every new post that is created. It shall be checked and agreed by the staff for direct and indirect discrimination, including culture-bound assumptions and ageism before the recruitment procedures commence. Applicants should be made aware that general life experience and voluntary as well as paid work are valued.
- 2.2 All jobs must be advertised externally and as widely as possible. In addition to whatever channels the organisation may choose to utilise, the vacant post must also be advertised in minority press. Adverts should clearly state the minimum requirements for the post.
- 2.3 At both the short-listing and the appointment stage, brief notes shall be made on each application indicating clearly why the applicant has or has not been short-listed or appointed. A form will be drafted for this purpose.
- 2.4 No interview, for any post should be conducted by a panel of fewer than three representatives. All interview panels must include women and shall be suitably representative of the various ethnic groups within the membership of the organisation, if possible.
- 2.5 An open invitation will be given to short-listed applicants with a disability to discuss their specific needs and requirements. Oasis will take all reasonable steps to ensure that the specific needs of disabled employees are met.
- 2.6 During each interview, notes should be taken and scores applied for each response. At the end of the interview a form should be completed for each candidate, assessing their response to the topics

and themes raised. These should be reviewed at the end of the interview process by the panel to see that each candidate has been treated fairly.

- 2.7 An equal opportunity section should be included on the application form. The equal opportunities policy, and the purpose of monitoring should be clearly explained.

### **3 TRAINING**

- 3.1 New staff should be thoroughly inducted into post, made aware of training opportunities available to them, and be positively encouraged to take them up. All reasonable facilities will be offered to staff to take study leave.

### **4 SUPPORT**

- 4.1 All workers should have access to support. If a worker feels isolated, provision should be made for support from other parts of Oasis or outside the organisation.

### **5 DISCIPLINE and GRIEVANCE PROCEDURES**

- 5.1 It will be made clear to all employees that discrimination, abuse or harassment on the grounds of race, gender, disability or sexuality - if proven - is a dismissible offence.

### **6 THE SCOPE OF THIS POLICY**

- 6.1 This policy applies to:
- a. all staff and volunteers employed by Oasis irrespective of funding agent.
  - b. all aspects of promotional, educational, and campaigning functions of Oasis.
  - c. All members and affiliate organisations. Oasis would expect its membership to concur with and actively promote these objectives.

### **7 IMPLEMENTATION**

- 7.1 Employment procedures and practices will be undertaken strictly in accordance with the Equalities Act 2010
- 7.2 In order to implement this equal opportunities policy; Oasis accepts that it needs to ensure that all members and staff involved in selection and recruitment within the organisation are given adequate and appropriate training in:
- i. interview techniques
  - ii. codes of practice
  - iii. disciplinary and grievance procedures.

### **8 EQUAL OPPORTUNITY POLICY IN SERVICE DELIVERY**

#### **8.1 Oasis's commitment**

Oasis is committed to ensuring equality of access to all its services. The management committee will take action to provide genuine equality of opportunity to counter past discrimination and to monitor the outcome. The Committee will aim to ensure that no sector of the community shall be denied

access or receive a poor service on the grounds of age, race, gender, disability, sexual orientation, marital status, ethnicity or religious belief.

The Committee will aim to ensure that all its services will be provided in line with this anti discrimination policy. In order to promote equality of access the Committee will aim to ensure the following:

- i. that services are based on consultation with those who receive the services and positive steps are taken to include excluded groups in decision making.
- ii. that all services are flexible and responsive to the changing needs in the community.
- iii. that information on services is widely available and where necessary targeted to ensure maximum awareness of provisions.
- iv. that systems are developed to audit and monitor service delivery and consumer satisfaction.
- v. that an accessible complaints procedure will be developed to ensure against discrimination in service allocation and delivery.
- vi. that positive action programmes will be developed to target the needs usually excluded groups.
- vii. that in advertising and publicity Oasis will be presented as an organisation committed to promoting equality of access to employment and services.

## **8.2 Organisational Arrangement**

- The Director of Oasis will be responsible for the overall implementation of the equal opportunities policy across the services.
- All staff have a duty to implement Oasis's Equal Opportunities Policies.

## **9.0 DIVERSITY IN LEADERSHIP**

The Oasis Management Committee will review the diversity of the board on an Annual basis and make positive efforts to ensure that the board is suitably diverse. Efforts to improve diversity as necessary will be reported at the AGM.

The diversity of the management team will be also be reviewed annually efforts to improve diversity, if necessary, will be implemented in the recruitment and employment of key personnel.

## **10.0 REVIEW**

10.1 Oasis will monitor and review the effectiveness of this equal opportunities policy on an annual basis.

## **11 INFORMATION**

11.1 This document shall be circulated to all employees and job applicants.