

<u>Doncaster Culture and Leisure Trust</u> STANDARD OPERATING PROCEDURE Human Resources	Section	SOP - 1402
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	Date Created	14/04/2008
	Date Reviewed	09/07/2022
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<i>Equal Opportunities Policy</i>	Created By	Head of HR

CHANGES SINCE LAST ISSUE

This standard operating procedure supersedes all other previous procedures/specifications in respect of this requirement and is effective from the stated date.

OBJECTIVE AND SCOPE

This policy aims to ensure all staff and prospective employees are treated equitably and fairly. It applies to recruitment and selection, terms and conditions of employment including pay, promotion, training, transfer and every other aspect of employment.

SECTION 1 – PROCEDURE

SECTION 2 – COMMUNICATION/PROMTION

SECTION 3 – TRAINING/UNDERSTANDING

RESPONSIBILITY

The Head of HR is responsible for the production of the policy.

The HR Department are responsible for its distribution.

Managers are responsible for ensuring all staff are aware of their responsibilities as outlined in this procedure.

All staff are responsible for compliance with the policy.

DOCUMENTATION

Internal Document

None

External Document

None

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POLICY STATEMENT

It is the policy of Doncaster Culture & Leisure Trust (DCLT) to treat all employees and job applicants fairly and equally regardless of their sex, sexual orientation, gender reassignment, pregnancy/maternity, marriage/civil partnerships, race, religion or belief, age, disability or union membership status. Furthermore DCLT will ensure that no requirement or condition will be imposed without justification which could disadvantage individuals purely on any of the above grounds.

The policy applies to recruitment and selection, terms and conditions of employment including pay, promotion, training, transfer and every other aspect of employment.

DCLT will regularly review its procedures and selection criteria to ensure that individuals are selected, promoted and otherwise treated according to their relevant individual abilities and merits.

Furthermore, DCLT will monitor the composition of the workforce to ensure that this policy is effective.

All staff are required to comply with the policy and to act in accordance with its objectives so as to remove any barriers to equal opportunity. Any act of discrimination by employees or any failure to comply with the terms of the policy will result in disciplinary action.

SECTION 1 - PROCEDURE

1. DCLT is an equal opportunity employer. Equal opportunity is about good employment practices and every manager and employee has personal responsibility for the implementation of the policy. Any instance of doubt about the application of the policy, or other questions, should be addressed to the HR Department.

2. DCLT will not discriminate on grounds of sex, trans-gender status, pregnancy or maternity, sexual orientation, religion or beliefs, marital status, civil partnership status, race, ethnic origin, colour, nationality, national or ethnic origins, disability or age, or any other grounds (whether prohibited by legislation or otherwise).

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3. The non-discrimination principle inherent in this policy includes the prohibition of discrimination against an individual because he or she associates with someone of a particular race, religion, sexual orientation, age, etc.,
4. The prohibition on discrimination applies equally to situations where someone thinks or perceives (whether rightly or wrongly) that a colleague is of a particular race, sexual orientation, religion, age, sex or that he or she has a disability, is a trans-gender person, or is pregnant.
5. The policy applies to the process of recruitment and selection, promotion, training, conditions of work, pay and benefits and to every other aspect of employment, including general treatment at work and the processes involved in the termination of employment.
6. The policy applies to job applicants (both internal and external) and all employees and other workers whether full time, part time, temporary, casual, an apprentice or seasonal contract.
7. Employees should note that the imposition of any provision, criterion or practice which has a disproportionate adverse impact on someone for a reason related to sex, trans-gender status, race, married status, civil partnership status, religion or belief, sexual orientation, disability or age will be unlawful unless it can be objectively justified. In the event of any query or doubt, the HR Department should be consulted. When establishing criteria for recruitment and promotion into vacant posts,
8. DCLT will consider carefully whether any minimum or maximum number of years of relevant experience is necessary for effective performance of the job. Such restrictions will not be imposed unless there is a proper job-based reason why they are necessary.
9. DCLT does not operate a compulsory retirement age, and each employee may choose for him/herself when to stop working, subject to him or her continuing to be sufficiently fit to perform his or her job to a satisfactory standard.
10. All employees and job applicants will be asked to complete an Equal Opportunities form denoting their sex, race, ethnic origin, age and any disabilities that they have. DCLT guarantees that the information provided on

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this form will be used solely for the purpose of monitoring the effectiveness of its Equal Opportunities Policy.

SECTION 2 - PROMOTION/COMMUNICATION

Our values reflect our commitment to equality and diversity and our expectations of behaviours from staff, customers and all other stakeholders.

This policy will be issued to all staff on initial induction, to ensure they are aware of our company culture, how we promote equality & diversity and how this influences all other procedures.

All business planning will consider equality ensuring there is no discrimination in decisions made.

We will confidently challenge any breaches of this policy and it's principles.

SECTION 3 - TRAINING/UNDERSTANDING

Staff will be provided with training to ensure they understand their responsibilities to commit to the policy and promote throughout the workforce and with all stakeholders.

To ensure the culture of the organisation is embedded with all staff, all trainees/apprentices will be supported to contextualise the key features of this policy within their workplace. Looking at key characteristics and how they can promote successful relationships and a positive workforce.