

EQUAL OPPORTUNITY AND DIVERSITY POLICY

INTRODUCTION

Yeovil Community Church is committed to a policy of Equal Opportunity, and all employees will be selected, recruited, trained, re-deployed and promoted on the basis of their ability, their performance, their suitability for work, and the requirements of the job. No job applicant or employee shall receive less favourable treatment on the grounds of age, colour, national origins, race, gender, sexual orientation, marital status, disability, religion or political beliefs.

This policy statement has been prepared in order to provide guidance to all employees on the implementation of equal opportunity within the organisation. It applies to all staff, whether employed on a full or part-time basis, in a permanent or temporary capacity, and to applicants for such posts.

Trustees, Line Managers, and other employees in carrying out their normal duties are responsible for ensuring compliance with the terms of the policy and to adopt a positive attitude towards equality of opportunity.

As an organisation seeking to deliver services within a Christian context, some roles can only be filled by Christians. These roles are identified by Trustees and are kept under regular review. The nature of these roles or the context in which they are carried out, and their link to the ethos of the church, give rise to a genuine occupational requirement (GOR) for the role-holders to be Christians. All staff in these posts are required to demonstrate a clear personal commitment to the Christian faith.

DIVERSITY

Diversity describes the differences in people's personal characteristics and background. Yeovil Community Church recognises that by having a diverse workforce it will be able to draw on varied experience and, therefore, be able to react appropriately to the challenges of the diverse marketplace and community it serves.

All employees will have equal access to jobs, training and promotion, and decisions on redundancy and retirement will be made on purely business-related issues.

The policies detailed in this manual must be followed in full to ensure that Yeovil Community Church achieves its aim of employing a fully diverse workforce encompassing people of both genders, all ages, a variety of ethnic backgrounds, with and without disability and regardless of sexual orientation.

RECRUITMENT AND PROMOTION

We will select staff for recruitment or promotion based on objective criteria related to the job requirements.

We will only use selection criteria that are necessary and justifiable for the effective performance of the job and they shall be applied consistently to all applicants. Applicants shall not be rejected on the basis of criteria that are merely convenient as opposed to being essential for the post, as this may constitute indirect discrimination.

We will establish where we will seek candidates from based on our recruitment policy (SECTION 17:). We will advertise vacancies as widely as possible to ensure that we attract people who are likely to possess appropriate qualifications or have relevant experience. We will give applicants sufficient clear and accurate information and interviews to enable them to assess their own suitability for a post.

Our recruitment literature shall not imply there are preferences for one group of applicants unless there is a genuine occupational requirement, which limits a post to a particular defined characteristic, in which case this must be clearly stated.

In the event of a complaint of discrimination, the person responsible for the selection decision will be expected to state the criteria on which the decision was based and to demonstrate that the person appointed was the applicant who best met those criteria. Line Managers and staff administering appointments should retain appropriate records of each selection process to support this.

IMPLEMENTATION OF THE EQUAL OPPORTUNITY POLICY

The Trustees shall be responsible for:

- a) Communication of the Policy to the Trustees, Line Managers, and individuals responsible for appointments and selection.
- b) Organisation of training, where appropriate, to promote good recruitment practice and to make participants aware of the forms in which discrimination can occur.
- c) Monitoring on a selective basis, decisions on recruitment, promotions and training to identify an element of conscious or unconscious discrimination.
- d) Determining, in consultation with the appropriate managers, any case where a genuine occupational qualification exists.

Line Managers shall be responsible for:

- a) Communication of the policy to all employees within their area of responsibility and ensuring that staff comply with the policy.
- b) Identification of training needs of employees involved in recruitment and selection.
- c) Investigation of specific complaints of discrimination, or of discriminatory practice.
- d) Complaints of discrimination from employees shall be considered in accordance with the provisions of the Yeovil Community Church's Grievance Procedures. Complaints from candidates for employment shall be handled in a similar way.