



Student Volunteering Cardiff (SVC)

Equal Opportunities in Employment, Volunteering and Service Delivery

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	Equal Opportunities in Employment, Volunteering and Service Delivery	
1.0	Introduction	
1.1	The purpose of this policy is to ensure that in its employment, practises and in delivering services to our clients, SVC operates in accordance with the spirit of equal opportunity to all, as well as in compliance with the relevant legislation.	
2.0	Scope of the Policy	
2.1	This policy applies to all employees of SVC, all staff who support SVC, the SVC Board of Trustees and all volunteers.	
2.2	It is hoped that all your questions relating to this policy have been clearly answered. If you have questions which remain unanswered, then please refer to the SVC manager or SVC Board of Trustees.	
3.0	Technical terms and abbreviations used in this policy	
3.1	Discrimination	Treating someone less favourably on the grounds of some personal attribute such as race, sex, nationality, disability, sexual orientation, age or marital status which has no bearing on their inherent ability to do the job or their need to receive a service.
	Positive Action	Measures designed to redress historical disadvantage by offering special training or facilities to particular population groups. Limited positive action is permitted within the law in recruitment and service delivery.
	Positive Discrimination	Discriminating in favour of someone on the grounds of sex, race, nationality, disability, sexual orientation, age or marital status. Where discrimination is unlawful on particular grounds, positive discrimination on those same grounds is also unlawful, no matter how well intentioned.
	Genuine Occupational Qualifications	Exemptions from the equality legislation on the grounds that someone of a particular race, sex, nationality, disability, sexual orientation, age or marital status is genuinely needed for the job. The exemptions are very limited and are listed in the legislation.
	Disability	Any physical or mental condition which has a significant and lasting effect on someone's day to day life.
4.0	Statutory Requirements	
4.1	The Sex Discrimination Act 1975 makes it unlawful to discriminate against someone on grounds of their sex or because they are married, except in some very limited cases. It permits certain exemptions where there are genuine reasons specific to the nature of work why a man or a woman is required. It also permits certain forms of positive action in recruitment and training. Discrimination against a woman on the grounds of her pregnancy is automatically considered sex discrimination.	
4.2	The Race Relations Act 1976 makes it unlawful to discriminate against someone	

	on grounds of their race, nationality, ethnic origin or national origin, except in some very limited cases. It permits certain exemptions where there are genuine reasons specific to the nature of work why a person of a particular race is required. It also permits certain forms of positive action in recruitment/ training.
4.3	The Disability Discrimination Act 1995 makes it unlawful to discriminate against someone on grounds of their disability and requires employers and providers of services to take reasonable measures to enable people with disabilities to perform the work of jobs in which they are, or have been selected to be employed or to enjoy the facilities and services provided.
4.4	The Equal Pay Act 1970 makes it unlawful to pay a woman less than a man for the same work or like work, or work of equal value. "Pay" includes all contractual remuneration including employee benefits such as company cars, pension rights and leave entitlements.
4.5	<p>European Directives and case law must be implemented by the British Government and organisations in receipt of public funds will normally be required by their funding bodies to comply with European Law even where this would otherwise be binding only on public sector organisations.</p> <p>Relevant European law includes the Treaty of Rome any Directives issued by the European Parliament, and case law decided by the European Court of Human Rights . Of particular relevance are the Equal Treatment Directive, The Pregnant Workers' Directive, the Parental Leave Directive and Articles of the Treaty of Rome including Article 8 (the right to privacy) Article 14 (freedom from discrimination) Article 119 (equal pay) and the 1991 Declaration on the protection of the dignity of women and men at work, including the code of practice to combat sexual harassment.</p>
4.6	The Codes of Practice issued by the Commission for Racial Equality and Equal Opportunities Commission, while not having statutory force will be taken into consideration by courts and industrial tribunals considering claims of sex and race discrimination, and failure to adhere to them may be taken as creating a presumption of discriminatory practice.
5.0	Policy
5.1	SVC will not intentionally discriminate in employment, recruitment or service delivery on grounds of race, sex, disability, age, sexual orientation, religion, marital status or any other grounds which are not relevant to the job or service in question.
5.2	When recruiting volunteers, staff or supporting beneficiaries, SVC will ensure we advertise our vacancies and publicise our services effectively, to ensure we are not excluding people who do not have ready access to sources of information. We will also look at our existing volunteer base to ensure, as far as possible, it reflects the community we serve. If it does not, we risk creating an internal culture which is biased towards one particular view of society and which prevents us from delivering services that are truly sensitive to the needs of people from different backgrounds.
5.3	At SVC we aim to create an organisational culture that values differences.

5.4	This policy does not seek to prescribe behaviour which is acceptable, or to list types of behaviour which are unacceptable. Instead it tries to set out some guiding principles and to give recognition to groups who may suffer as the result of prejudice, stereotyping, and discrimination

5.5	<p>Principles:</p> <p>In offering and providing services, we will consider only the needs of the client, the resources available and any statutory or contractual restrictions. We will not make judgements about the culture or lifestyle of the client or his/her family. In particular, subject to appropriate risk assessment and the rights of staff and volunteers, we will respect the right of clients to control their own lives and will not seek to impose views of how people should live or what choices they should make.</p> <p>In recruitment and selection, we will consider only the relevant skills, attributes and experience of the applicant and the requirements of the post. We will not make judgements based on stereotypes of particular population groups, nor on the characteristics of the existing staff/volunteer base. Selection will be made on merit, which can be defined as the measurable ability of the applicant to do the work in question.</p> <p>We will monitor our staff, volunteers and client base to gauge whether they are representative of the population in the area we serve. Where there is a significant imbalance we will adopt measures, which will in the long term, serve to reduce the imbalance.</p> <p>In particular, we will ensure that in our dealings with the public whether at an individual level or through advertising and publicity, we present an image that not deliberately or inadvertently, exclude or inhibit any section of the population. We will try to use inclusive images and language to reach as wide a cross-section of the public within our limited resources.</p> <p>We will endeavour to make SVC a comfortable and welcoming place for everyone to work, by adopting specific policies to deal with recognised areas of conflict and difficulty and by avoiding the use of derogatory or intimidating language and behaviour.</p>
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5.6	<p>Recognition of disadvantage:</p> <p>Women and men can be restricted by stereotypical assumptions about their roles, created over many centuries, which can still have force today.</p> <p>We want our staff and volunteer base to reflect the diverse population of the areas we serve and our client groups to include all those in need of our service regardless of their racial or ethnic background.</p> <p>As a provider of services to disabled people we will undertake whatever measures we can to accommodate and support people with disabilities in our staff and/or volunteer base.</p> <p>We accept the right of each individual to determine his or her lifestyle and relationship and to live as they chose without censure from others. We will not tolerate, still less condone any behaviour that denigrates others' choice of lifestyle.</p>
5.7	<p>Harassment:</p> <p>Harassment in the workplace or in situations associated with work can result in workplace tension, personal distress, stress, reduced productivity, mental illness and the inability to work. In extreme cases it has been known to lead to suicide. SVC will not tolerate harassment of staff, staff that support SVC, volunteers or SVC beneficiaries. Cases of harassment will be dealt with promptly and effectively- full details can be viewed in our Grievance Policy.</p>
5.8	<p>Other equality-related policies:</p> <p>It may be necessary or appropriate for SVC to adopt further equality related specific policies from time to time and these should all be read and put into practice in the light of this policy document.</p>
5.9	<p>Responsibility for equality issues:</p> <p>It is the responsibility of every member of staff , the SVC Board of Trustees and volunteers to apply the principles of equality, the guidance given in any policies relating to equal opportunities, the law and good practice to their activities within SVC.</p>