

OBAN YOUTH CAFÉ PROJECT LTD. EQUAL OPPORTUNITIES

2003

Policy

It is company policy to treat job applicants and employees in the same way, regardless of their sex, sexual orientation, age, race, ethnic origin or disability. Further, the company will monitor the composition of the workforce and introduce positive action if it appears that this policy is not fully effective. There is also a related policy concerning disability. This document updates and supersedes all previous versions.

Procedure

1. The company is committed to its equal opportunities policy and all employees are requested to co-operate with its efforts to ensure that the policy is implemented in full. Every member 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 Co-ordinator, as should any requests for special training.
2. The company will not discriminate on grounds of sex, marital status, ethnic origin, colour, nationality, disability or other grounds of discrimination not prohibited by legislation such as sexual orientation, age, etc.
3. The policy applies to the advertisement of jobs, recruitment and appointment to them, training, conditions of work, pay and to every other aspect of employment. The policy also applies to the treatment of our clients. Staff involved in recruitment in particular should request training if they have any doubt about the application of this policy.
4. The imposition of a condition or requirement which has an adverse impact on someone, because of his or her sex, race or marital status is more likely to be affected by it, will also be unlawful unless it can be justified on grounds of business need. In all such situations the Co-ordinator should be consulted.
5. Employees who are disabled or become disabled in the course of their employment should inform and may also wish to advise the company of any 'reasonable adjustments' to their employment or working conditions which they consider necessary or which they consider would assist them in the performance of their duties. Careful consideration will be given to any proposals of this nature and, where reasonable and reasonably practicable such adjustments will be made. There may, however, be circumstances where it will not be reasonable or reasonably practicable for the company to accommodate those proposals and where less favourable treatment may be justified in accordance with the statutory provisions.

Monitoring arrangements

All employees and job applicants will be asked to complete a form denoting their sex, race and ethnic origin and any disabilities. The company guarantees that this information will be used for the purpose of monitoring the effectiveness of its equal opportunities policy only.

Discipline

Any employee who harasses any other employee on the grounds of race, ethnic origin, sex or disability will be subject to Oban Youth Café Project Ltd. disciplinary procedure. In serious cases, such behaviour will be deemed to constitute gross misconduct and, as such, will result in summary dismissal in the absence of mitigating circumstances.

Grievances

Any member of staff who believes he or she has received less favourable treatment on grounds of sex, race, ethnic origin or disability may use our grievance procedure in the first instance. If the matter relates to sexual or racial harassment then the grievance should be raised directly with a Director of the OYCP Ltd. The

company is concerned to ensure that staff feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is untrue and made in bad faith.

Positive action

The composition of the workforce and of job applicants will be monitored on a regular basis. Should inequalities become apparent, positive action will be taken to redress the imbalance, including such measures as:

- advertising jobs in ethnic or specific male or female interest publications, as appropriate.
- introducing assertiveness training.
- encouraging under-represented groups to apply for suitable training places.
- making contact with disabled people via the local Job Centre.

Adapted from Oban Council on Alcohol and Drugs policy.
Monday, February 07, 2011

APPENDIX 1: SEX AND ETHNIC MONITORING

Oban Youth Café Project Ltd. requires that all its employees operate its policy of equal opportunity and not to discriminate against any person because of sex, race, colour or national origin.

Will you please assist the monitoring of this policy by providing details of your sex and ethnic origin. The information provided will only be used for this purpose.

Please tick the appropriate box

White Black-Caribbean Black-African Black-other (Please specify)_____

Indian Pakistani Bangladeshi Chinese Other (Please specify)_____

Irish Male Female

Please return form to the Co-ordinator

APPENDIX 2: SEX AND ETHNIC MONITORING RECRUITMENT ANALYSIS

Job Title;		Closing date:		
Recruitment sources:				
Sex/ethnic group		Number of applicants	Number shortlisted	Number appointed
Male	White			
	Black-Caribbean			
	Black-African			
	Black-other			
	Indian			
	Irish			
	Pakistani			
	Bangladeshi			
	Chinese			
	Other			
Female	White			
	Black-Caribbean			
	Black-African			
	Black-other			
	Indian			
	Irish			
	Pakistani			
	Bangladeshi			
	Chinese			
	Other			

APPENDIX 3: SEX AND ETHNIC MONITORING BY OCCUPATIONAL CATEGORY

		Job Category					
		Managers	Senior Counsellors	Salaried Counsellors	Office staff	Ancillary staff	Volunteers
Male	White						
	Black-Caribbean						
	Black-African						
	Black-other						
	Indian						
	Irish						
	Pakistani						
	Bangladeshi						
	Chinese						
	Other						
Female	White						
	Black-Caribbean						
	Black-African						
	Black-other						
	Indian						
	Irish						
	Pakistani						
	Bangladeshi						
	Chinese						
	Other						