



EQUAL OPPORTUNITIES POLICY

1. Scope

This policy applies to all members of Steps Mentoring and Coaching staff, Volunteers and Trustees.

2. Context

Steps Mentoring and Coaching recognises the value of equal opportunities and seeks, wherever possible, to follow the guidelines drawn up by the Equality and Human Rights Commission.

3. Purpose

To provide information concerning equal opportunities and to provide guidelines for staff, volunteers and trustees on good practice.

4. Definitions

“The Prohibited Grounds” means colour, race, nationality, religion or belief, ethnic or national origin, sex, sexual orientation, sexuality, age, marital status or disability.

5. Policy

Steps Mentoring and Coaching is committed to equal opportunity, and it is our policy to treat job applicants, staff, volunteers and suppliers in the same way, and not to discriminate on the Prohibited Grounds, subject to requiring staff and volunteers to adhere to Steps Mentoring and Coaching’s Ethos Statement and Code of Conduct.

Staff and volunteers must be comfortable working within the Christian ethos of the organisation. There is a requirement that certain posts are held by a committed Christian who assents to our statement of faith.

6. Implementation

6.1 Every member of staff and volunteer has personal responsibility for implementing the policy.

- 6.2 This policy applies to the advertisement of jobs, recruitment and selection, training, conditions of work, pay, promotion and to every other aspect of employment or volunteering.
- 6.3 Any member of staff or volunteer may use the grievance procedure to complain about discriminatory conduct or harassment. Steps Mentoring and Coaching is committed to ensure that staff and volunteers feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it has been made maliciously.
- 6.4 The policy also applies equally to the treatment of customers, clients or suppliers. Any concern related to the unequal treatment of customers, clients or suppliers should be directed to the Charity Director.

6.5 Discipline

Any staff member or volunteer who deliberately breaches this policy or harasses any other staff member or volunteer on Prohibited Grounds will be subject to Steps Mentoring and Coaching's disciplinary procedure. In serious cases, such behaviour will be deemed to constitute gross misconduct and, as such, in the absence of mitigating circumstances will result in summary dismissal.

6.6 Disabled staff and volunteers

We aim to ensure that people with disabilities are given equal opportunity to enter employment or become volunteers. In so doing, Steps Mentoring and Coaching will fully consider making reasonable adjustments to ensure that a disabled person is not put at a substantial disadvantage due to their disability. In addition, when staff members or volunteers become disabled in the course of their employment, every effort will be made through reasonable adjustment, retraining or redeployment to enable them to remain in Steps Mentoring and Coaching's employment or continue as a volunteer.