

New Oriel Hall Equal Opportunities Policy January 2016

SECTION 1

1. PHILOSOPHY

The Management Committee and staff of the New Oriel Hall (NOH) recognise and acknowledge that certain groups in society experience both direct and indirect discrimination because of their disability, colour, race, age, ethnic origin, gender, sexual preference, marital status, class, religion, HIV status, caring responsibilities and unrelated criminal convictions. We further recognise that this discrimination is both morally and legally unacceptable.

NOH is committed to positive action to counter discrimination in all aspects of its work including: employment, recruitment, composition of committees and service delivery.

It will insist on good practice within its own organisation and encourage good practice in any groups using the Hall.

NOH intends that this should not just be a paper commitment in that it will monitor the effect of this policy and review it as necessary. The Equal Opportunities Policy and Code of Conduct will be displayed at the Hall and all users encouraged to read it.

SECTION 2

2. POLICY OBJECTIVES

- No user, committee member, volunteer or staff member is treated less favourably than any other.
- Everybody using the building or concerned with its running will be made aware of issues surrounding discrimination.
- To ensure that composition of all decision making bodies within the Hall's management structure reflect the range of users of the Hall and of the local community.
- To ensure all staff are recruited and if, appropriate, promoted on their capabilities and no other factors.
- To strive to make the Hall accessible and welcoming to all sectors of the community.
- To ensure that services provided within, and improvements made to the building reflect the needs and wants of the users and the wider community.
- To ensure that all occupants of the building can go about their business in an environment free from harassment.

SECTION 3

3. STATEMENT OF INTENT

3.1 This policy seeks to confront:

- direct discrimination
- indirect discrimination
- harassment
- victimisation

3.2 and seeks to ensure that:

- no job applicant
- no employee
- no member of the committee
- no user of services
- no volunteer

3.3 is discriminated against on the grounds of:

- age
- colour
- disability
- ethnic origin
- gender
- marital status
- nationality
- race
- religion
- sexual preference
- HIV status
- caring responsibilities
- unrelated criminal convictions

or is treated less favourably on grounds which cannot be shown to be justifiable.

SECTION 4

4. PROCEDURES

4.1 RECRUITMENT AND SELECTION

NOH will take steps to ensure that:

- all vacancies are advertised as widely as possible
- criteria for selection are determined solely on the basis of the requirements for the job
- candidates are selected and appointed solely on the basis of their relevant experience and abilities
- all members of selection and interview panels will agree to abide by the Equal Opportunities Policy as a condition of their membership on an interview panel.

(see appendix 1)

4.2 TRAINING AND DEVELOPMENT

NOH will:

- provide relevant training in order to implement the policy
- ensure that all employees and committee members have equal access to training and development opportunities
- monitor and evaluate all training to ensure it complies with and meets the Equal Opportunities Policy

4.3 TERMS AND CONDITIONS OF EMPLOYMENT

NOH will ensure that:

- observance and compliance with the Equal Opportunities Policy is a condition of employment
- existing terms and conditions of employment are reviewed periodically to eradicate any discrimination or discriminatory practices and are in accordance with the Equal Opportunities Policy

4.4 GRIEVANCE

NOH will:

- treat seriously and take prompt action regarding grievances concerning discrimination, victimisation or harassment
- develop appropriate support systems and procedures for users, volunteers, committee members and employees who wish to pursue such grievances
- ensure that users, volunteers, committee members and employees have recourse to the grievance procedure on the grounds outlined in Section 3
- * paid employees should refer to their Contract of Employment for details of the Grievance procedure

4.5 DISMISSAL AND REDUNDANCY

NOH will ensure that:

- dismissal and redundancy decisions are not made, or taken on the basis of any of the grounds stated in the Equal Opportunities Policy

4.6 EMPLOYEES OBLIGATION

NOH expects that:

- all employees will make themselves aware of and embrace the stated policy objectives of the New Oriel Hall's Equal Opportunities Policy and implement that policy in all aspects of their everyday work

4.7 DISCIPLINE

NOH will ensure that:

- all or any acts of discrimination, victimisation or harassment as defined in this document, perpetrated by a user, volunteer, committee member or employee will result in disciplinary action in accordance with laid down procedures.
- failure to comply with, meet or adhere to NOH's Equal Opportunities Policy may be treated as an offence and liable to disciplinary action

SECTION 5

5. USER GRIEVANCE PROCEDURE

The Hall's Equal Opportunities policy and '*User Code of Conduct*' sets out clear guidelines relating to accepted forms of behaviour.

A grievance may be brought against any user who fails to adhere to these basic ground

rules and a copy of the *'User Code of Conduct'* may be obtained from the general office.

Having read the *'User Code of Conduct'* if you feel you have a grievance please follow the steps below.

- 5.1 Put the grievance in writing, addressing the letter to the Hall Staff Administrator. If the complaint relates to the Hall Administrator then address the letter to the Chair of the Management Committee.
- 5.2 The Administrator will consult with the party concerned and will outline why the complaint has been brought against them. The Administrator will make written notes of the conversation and ask the second party to read and sign them to confirm they are a true reflection of the discussion.
- 5.3 The Administrator will respond to the complainant within 5 working days (where possible).
- 5.4 If the complainant is not satisfied with the outcome of point 5.3 then the parties involved will have the opportunity of meeting with each other in the Hall Administrator's presence to discuss the complaint providing both parties are comfortable to do so.
- 5.5 A panel will be established to hear the grievance and will consist of the Chair and two other members from the Management Committee. The panel will interview each person to discuss the complaint in detail and make their decision based on the information provided in those interviews.
- 5.6 The panel will make their decision within 2 days of meeting with those concerned and advise them of the outcome in writing. If the user has had their activity suspended, the suspension will remain in place until the appeal has been heard.
- 5.7 There will be the right of appeal at which point an independent arbitrator will be appointed by mutual agreement. At this stage the decision is final.
- 5.8 If a 'user' has a grievance with a member of staff or Hall volunteer the above steps should also be followed.**

5a. USER DISCIPLINARY PROCEDURE

5a.1 If a complaint has been upheld the following may steps may be implemented as a result:

- Permanent exclusion from booking space at the Hall
- Curtailed or reduced activity
- Legal proceedings where deemed necessary

5a.2 If the 'grievance' was made in relation to a member of staff or Hall volunteer the

steps outlined in New Oriel Hall's *'Terms & Conditions of Employment'* will be followed.

Please note that Employees *'Grievance'* and *'Disciplinary'* procedures are covered separately in *'Terms & Conditions of Employment'*

SECTION 6

6 DESCRIPTION OF TERMS

6.1 What is an Equal Opportunities Policy?

An Equal Opportunities Policy aims at positive measures to eliminate discrimination in its overt forms and also in conditions or requirements and practices which are discriminatory in operation. It is the aim of this policy to eliminate discrimination in all its forms in all aspects of NOH's work.

6.2 What is Meant by Equality of Opportunity?

Promoting equality of opportunity involves the elimination of practices, requirements, systems, attitudes and physical barriers, which place some groups or individuals at a disadvantage in relation to other groups of individuals. The elimination of disadvantage is the central goal of an Equal Opportunities Policy. This policy commits, and the law allows, NOH to take positive action to overcome the history of past discrimination.

6.3 What is Discrimination?

Discrimination means treating an individual or group less favourably than others on the grounds, as identified in Section 3.3 that cannot be shown to be justifiable.

- **Direct Discrimination:** means treating a person less favourably on the grounds as identified in Section 3.3 than others are or would be treated in the same or similar circumstances or situation
- **Indirect Discrimination:** means the application of criteria or condition(s) which, though applied equally, have a disproportionately negative impact on particular individuals or groups
- **Harassment:** is defined as any behaviour, deliberate or otherwise that is perceived as offensive or objectionable to the recipient that might threaten job security or create an intimidating or hostile environment
- **Victimisation:** means to punish or discriminate against people selectively or unfairly

SECTION 7

7. SERVICE DELIVERY

1. All people using the services of the Hall will be treated with dignity and respect and will be expected to reciprocate
2. No limitations will be imposed upon the use of the building provided that.....
 - a. the activity does not unduly exclude people on the grounds listed in the opening paragraph of this policy
 - b. the organisers do not sanction discrimination
 - c. the activity does not impinge unduly upon other users or local residents
 - d. the activity does not infringe the 'Code of Conduct'

'New Oriel Hall' expects a high level of good conduct from users, employees and volunteers*. Offensive behaviour, language or humour will not be tolerated on these premises and is subject to Hall policy in relation to such incidents.*

Damage to property, gross misconduct or loud and unruly behaviour will also not be tolerated. The Administrator and Trustees reserve the right to define 'gross misconduct', although it would include theft, assault, wilful damage or the illegal sale of intoxicant and narcotics.

Users will be expected to adhere to their terms and conditions of hire in all respects.

Please note that Employees 'Code of Conduct' is covered separately in New Oriel Hall's 'Terms & Conditions of Employment' and Volunteers 'Code of Conduct' is covered on the 'Volunteers Policy'.

3. Monitoring of the use of the building is to be undertaken by the Hall Administrator and under-represented groups will be encouraged where possible through direct forms of marketing
4. The building will continue to be reviewed with the intention of improving physical access for disabled people. Consideration will also be given to other features of the building that could be altered in order to make things easier for disabled people with less obvious disabilities e.g. people with either a visual or hearing impairment
5. Care will be taken to ensure that the building is welcoming for all sections of the community. Posters and notices will not cause offence to any section of the community

SECTION 8

8. MONITORING

History

There has been some difficulty in obtaining information relating to ethnic composition and gender split of our users. Whilst individual organisations may monitor those attending meetings there has been no statistical analysis of the Hall as a whole. Extrapolating data for funding and marketing purposes has proved difficult so estimates have been used.

Census

The Hall has devised a very simple monitoring form to distribute to members of all groups for completion. It is a voluntary scheme, which enables the management to analyse which sections of the community use the facilities.

The Census will take place periodically as required. The '*sample*' form (*Appendix 3*) is designed to protect the anonymity of the person providing the information and is to be used for statistical purposes only. This procedure provides a '*snap-shot*' view of individuals using the hall.

APPENDICES

Recruitment Procedure Appendix 1

Application Form Appendix 2

Equal Opportunities Monitoring Form Appendix 3

Users Code of Conduct Appendix 4

Appendix 1.

RECRUITMENT PROCEDURE

Job Description

A job description of the new post will be drawn up by the Hall Administrator and discussed with the Board of Trustees. The job description will include the following:

- Job title
- Main duties of the post
- Specific duties
- Person specification with essential and desirable skills/knowledge
- Contracted hours and rate of pay
- Accountability

Advertisement

The job will be advertised locally and use will, where possible, be made of other organisational publications in the recruitment process e.g. B&NES bulletins, newsletters etc.

The advertisement will be clearly written and avoid jargon. It will include:-

- The name and charity number of the organisation
- Job Title
- Main purpose of the post
- Essential skills
- Hours, salary/wage and fixed term (if any)
- Closing date
- Address and/or telephone number to request an application pack

The '*Application Pack*' will include:

- Job description and person specification
- Application form

- Mission statement
- Hall information

Short listing

Short listing will be based on the person specification and will be carried out by the elected Interview Panel.

If more applicants meet the essential requirements of the person specification than can reasonably be interviewed then the short listing will be matched against the 'desirable' elements of the person specification.

All applicants will be informed of the decision as soon as possible (it may be necessary to send additional information to the candidate at this stage). All references will be taken up at the short listing stage if the candidate confirms this it is appropriate. All referees will be sent a copy of the job description.

Interviews

- Interviews, where possible, will take place on the same day. The interview panel must meet prior to interviews in order to plan and agree an interview format. All candidates will be asked the same series of questions and these will relate to the job description and person specification in order to elicit the candidate's ability to carry out the duties of the post.
- No question will be asked that is in breach of the Hall's Equal Opportunities policy e.g. child care/caring commitments.
- The panel will be required to record their own notes for each interviewee in order to assist the selection process. The notes of the each interviewee will not be discussed until all candidates have been interviewed.
- The Panel will discuss each candidate in turn without making reference to other candidates. A discussion will then take place at which point it is possible to compare and contrast candidates. The successful candidate will be notified, initially, by telephone and given time to consider whether they wish to accept the offer. Unsuccessful candidates will be notified via letter and no later than 5 working days following the interview.
- Notes will be made of all stages in order to be able to provide constructive feedback to an unsuccessful candidate if requested.

Appendix 2.

APPLICATION FORM (spaces for replies are condensed for brevity)

APPLICATION FOR EMPLOYMENT

Post applied for:

First Name:

.

Last Name:

.

Address:

..... Post Code:

.

Telephone:

PREVIOUS WORK EXPERIENCE (Paid and Unpaid):

Dates	Post Held	Tasks

RELEVANT QUALIFICATIONS

Date Obtained	Type	Grade

EXPERIENCE:

Please outline in this section why you feel your skills and experience fit the requirements of the post you are applying for (use a separate sheet if necessary)

REFEREES:

Please provide us with the names, addresses and telephone numbers of 2 referees (not relations or friends), preferably previous employers.

Referee 1.

In what capacity do you know this person:

Referee 2.

In what capacity do you know this person:

MAY WE CONTACT YOUR REFEREES PRIOR TO ANY JOB OFFER?

Yes

[]

No

[]

Please send the completed application to:

New Oriel Hall
Brookleaze Buildings
Larkhall
Bath, BA1 6RA

Appendix 3.

EQUAL OPPORTUNITIES MONITORING FORM

NEW ORIEL HALL

We would be grateful if you would take the time to complete a few questions in line with our Equal Opportunities Policy monitoring procedure.

ARE YOU: MALE FEMALE

ARE YOU A DISABLED PERSON:

YES NO

HOW WOULD YOU DESCRIBE YOUR ETHNIC ORIGIN:

White UK	<input type="checkbox"/>	Black (African)	<input type="checkbox"/>
White European	<input type="checkbox"/>	Black (Caribbean)	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Black other	<input type="checkbox"/>
		Please State:	
		Indian	<input type="checkbox"/>
		Pakistani	<input type="checkbox"/>
		Bangladeshi	<input type="checkbox"/>
		Chinese	<input type="checkbox"/>
		Arab	<input type="checkbox"/>
		Asian (other)	<input type="checkbox"/>
		Mixed Heritage	<input type="checkbox"/>

AGE GROUP: 16-25 26-35
36-45 45-64 65+