

ONCA Trust Limited

Equal Opportunities Policy

ONCA aims to be an organisation where everyone is treated with respect and dignity, and where there is equal opportunity for all. ONCA respects and values the diversity of its staff and users. This means that all ONCA's staff and users should understand and respect that there is a diverse work force and user community and that everyone has the right to be treated with dignity and equality. This includes the legal and ethical requirement for ONCA to provide public services and conditions of employment that are appropriate to the needs of a diverse society.

Valuing diversity means that we recognise that we all have complex identities made up of many strands. These can include, but are not limited to, ethnicity, gender, sexual orientation, age, physical and mental aptitudes, nationality, socio-economic status, and religious, political or other beliefs. This means we embrace and celebrate our differences in a positive environment, and are committed to engage with the needs of our diverse staff and users to enable us, both individually and corporately, to achieve our aims. ONCA will tackle barriers to participation and create a culture in which equal opportunities and equal treatment are a priority for all staff and users. In the recruitment, training, pay and management of staff, and in all our day-to-day work with both colleagues and users, we seek to create an environment where attitudes and biases that hinder the progress of individuals and groups are dismantled and where we work together in mutual respect and tolerance.

To whom does the policy apply?

This policy applies to all those who work for, apply to work for, or have worked in the past for ONCA.

Equality commitments

We are committed to:

- Promoting equality of opportunity for all persons.
- Promoting a good and harmonious working environment in which all persons are treated with respect.
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation.
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice.
- Complying with our own equal opportunities policy and associated policies.
- Taking lawful affirmative or positive action, where appropriate.
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings.
- This policy is fully supported by senior management.

Implementation

The director has specific responsibility for the effective implementation of this policy. We expect all our employees to abide by the policy and help create the equality environment, which is its objective. In order to implement this policy we shall:

- Communicate the policy to employees, job applicants and relevant others (such as contract or agency workers).
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff.
- Provide equality training and guidance as appropriate, including training on induction and management courses.
- Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques.

- Incorporate equal opportunities notices into general communications practices (e.g. staff newsletters, intranet).
- Obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with the policy in their dealings with our organisation and our workforce.
- Ensure that adequate resources are made available to fulfil the objectives of the policy.

Monitoring and review

We will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. The effectiveness of our equal opportunities policy will be reviewed regularly [at least annually] and action taken as necessary. For example, where monitoring identifies an under-representation of a particular group or groups, we shall develop an action plan to address the imbalance.

Complaints

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter with the director of ONCA. All complaints of discrimination will be dealt with seriously, promptly and confidentially. In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal under the following anti-discrimination legislation:

- The Race Relations Act 1976 (as amended)
- The Equal Pay Act 1970, Equal Pay (Amendment) Regulation 1983 and Sex Discrimination Act 1975 and 1986 (as amended)
- Disability Discrimination Act 1995
- European Law

Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

Policy updated by the Director Persephone Pearl, May 2018

Abridged version, October 2018

ONCA aims to be an organisation where everyone is treated with respect and dignity, and where there is equal opportunity for all. All staff and users should understand and respect that there is a diverse workforce and user community and that everyone has the right to be treated with dignity and equality.

Valuing diversity means that we recognise that we all have complex identities made up of many strands. We embrace and celebrate our differences in a positive environment, and are committed to engage with the needs of our diverse staff and users to enable us to achieve our aims. ONCA endeavours to tackle barriers to participation and create a culture in which equal opportunities and equal treatment are a priority for all staff and users.

In the recruitment, training, pay and management of staff, and in all our day-to-day work with both colleagues and users, we seek to create an environment where attitudes and biases that hinder the progress of individuals and groups are dismantled and where we work together in mutual respect and tolerance.

We are committed to

- Promoting equality of opportunity for all people
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of discrimination, harassment and victimisation
- Fulfilling all our relevant legal obligations

- Complying with our equal opportunities policy and taking action if necessary
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings.

This policy is fully supported by ONCA's senior management team. In order to implement it we shall:

- Communicate it to employees, volunteers and relevant others
- Provide equality training and guidance as appropriate
- Ensure that those who are involved in assessing candidates for recruitment or promotion are trained in non-discriminatory selection techniques
- Ensure that adequate resources are made available to fulfil the objectives of the policy.

The effectiveness of this policy is reviewed annually, and action taken as necessary.

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter with the director of ONCA. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

Last updated: November 2018