

Empowering Futures

Registered Charity Number (CIO) 1182139

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Address: Stables, No 2 Bury Hill, Moorend, Winterbourne, Bristol BS16 1SS



Empowering Futures Equal Opportunities Policy

Policy Brief & Purpose

Here at Empowering Futures, as Small Charity (CIO), we are providing equal opportunities to those who have been socially excluded; in fact, it is one of our key missions to **create an equal world where everyone can shine by focusing on everybody's abilities and empowering them to live the best life possible.**

Our equal opportunity policy reflects our commitment to ensuring equality and promoting diversity internally within the workplace, whether that is for our internal, staff, volunteers, participants and other stakeholders.

This equal opportunity policy is the pillar of a healthy and productive environment. Everyone should feel supported and valued to work productively, so we are invested in treating everyone with respect and consideration.

Scope

Our equal opportunity employer policy applies to all employees, volunteers, job candidates, contractors, stakeholders, partners and visitors.

Equal opportunity is for everyone, but it mainly concerns members of underrepresented groups – they're the ones who are traditionally disadvantaged in the workplace. We don't guarantee employment or promotions for people in those groups, but we will treat them fairly and avoid discriminating against them either via conscious or unconscious biases.

Policy elements

Being an equal opportunity employer means that we provide the same opportunities for hiring, advancement and benefits to everyone without discriminating due to protected characteristics like:

- Age
- Sex / Gender
- Sexual orientation
- Ethnicity/ Nationality
- Religion
- Disability
- Medical history

We follow the Social Model of Disability. We offer bespoke opportunities to ensure we remain person centred. Our services are firmly embedded with quality and purpose for each individual we work with. Our approach is holistic. We encourage personal responsibility. We aim to increase independence and to empower individuals. We have a proven track record of significant success.

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What is an Equal Opportunity policy?

We built our equal opportunity policy around preventive and affirmative actions to ensure fairness in all aspects of employment. These aspects include:

- Hiring (Staff and Volunteers)
- Training
- Evaluating performance
- Administering compensation and benefits
- Terminating employees

We also want to make sure that equal opportunity applies to other instances. For example, we don't retaliate against employees and we are committed to prevent and resolve any kind of harassment against our employees, including sexual harassment.

Our Trustees are responsible for assessing our company's processes and ensuring they are bias-free. Whenever we find biases interfering, we will act immediately to refine our processes, train our people to combat their biases and protect possible victims of discrimination. We will give everyone the chance to work in an environment where their rights are respected.

Actions

To promote equal opportunity, we first ensure we follow government regulations and laws.

We will also take additional actions to promote fairness and diversity as part of our equal employment opportunity policy. We will:

- *[Use inclusive language in all signs, documents and webpages.]*
- *[Modify structures and facilities to accommodate people with disabilities.]*
- *[Provide parental leave and flexible work arrangement policies.]*
- *[Hire, train and evaluate employees through job-related criteria.]*
- *[Allow employees to take religious or national holidays that aren't included in our company's official schedule.]*
- *[Train employees on communication and diversity.]*
- *[Implement open-door practices so employees can report discrimination more easily.]*

Grievance Procedure

All supervisors and managers are responsible to use equal opportunity practices and make decisions based on objective, non-discriminatory criteria. Everyone should comply with our policy at all times.

If you see or suspect that our EO policies are being violated, please inform DSL (Designated Safeguarding Lead, Maria Needs) immediately. If you suspect that someone is behaving incorrectly but doesn't realise it, you could also talk to them directly.

Disciplinary Consequences

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When someone from within the Charity discriminates, they will be subject to disciplinary action depending on the severity of their actions. For example, unintentionally offending a coworker might warrant a reprimand, but harassing someone systematically might result in termination and will be treated as gross misconduct. Please see our other relevant policies on Harassment & Bullying, Grievances, Safeguarding, Disciplinary Policies and Procedures.

Date of Policy Creation: 1st February 2019

Last Reviewed: 19/04/2023

Next Review Due: 19/04/2024

Signed off by: Maria Needs

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