



## **YOUTH CLUBS HAMPSHIRE AND ISLE OF WIGHT**

### **EQUAL OPPORTUNITIES POLICY**

COMPRISING:

- (A) EQUAL OPPORTUNITIES STATEMENT
- (B) OPERATING PROCEDURES WHICH SUPPORT THIS STATEMENT

#### **A. EQUAL OPPORTUNITIES STATEMENT**

Youth Clubs Hampshire and Isle of Wight is committed to creating an Equal Opportunity Environment where discrimination against people in terms of their age, gender, belief, ethnicity, colour, creed, physical and/or mental ability, religion or sexual orientation is positively worked against.

#### **B. OPERATING PROCEDURES**

##### **B1 INTERNAL**

##### **B1.1 RECRUITMENT**

<u>Full time contracts</u>	<u>Part time contracts</u>
Person Specification written	Person Specification written
Job description written	Job description written
Advertised in Press	Advertised in Press
Interview	Interview
Induction	Induction
Probation	Probation

Where the Organisation does not have a particular specialism recruitment from outside follows the above procedure subject to the appropriate body issuing a dispensation where appropriate. (Equal Opportunities Commission, Race Relations Board etc.)

##### **B1.2 PROMOTION**

Should the possibility for movement from one job to another occur this will be done by following the appropriate recruitment procedure.

### **B1.3 PAY REVIEW**

Any pay review requires a supporting criterion based report by the appropriate line manager be taken to the Personnel Group.

N.B. This does not negate your right to instigate a grievance procedure.

### **B1.4 CONTRACTS**

Full time paid, part time paid and voluntary members of staff are entitled to and will be issued with a contract.

Salaries will be paid commensurate with accepted professional scales irrespective of age, gender, belief, ethnicity, colour, creed, physical and/or mental ability, religion or sexual orientation.

### **B1.5 DIRECTORS**

All Directors of the Organisation will work to the standards of the Equal Opportunities Policy.

Directors will be issued with a contract including the same grievance procedure as applies to the Staff. This contract will include a clause to the effect 'the Director ascribes to the values and policies of the organisation.'

### **B1.6 STAFF**

The Personnel Group will have, as an Agenda item, an annual staff review to include salary, performance and training needs. This will be carried out in December before the next round of Budget calculations.

## **B2 EXTERNAL**

### **B2.1 WORKING WITH ADULTS**

1. Clubs and projects wishing to affiliate to Youth Clubs Hampshire and Isle of Wight will be required to sign up to the organisation's Equal Opportunities Statement.
2. When visiting clubs and projects feedback will be given about evidence supporting the implementation of this statement.
3. The Organisation staff will model best youth work practice when they deal with clubs and projects.
4. Staff will use non discriminatory language when talking to other staff.

5. Staff will take into consideration the differing physical, mental, cultural and belief based needs of other staff when they are planning and executing work.
6. Staff will be open to challenge from other staff about any assumptions they may be making about those members of staff's physical, mental, cultural and belief based abilities.
7. Staff will challenge in a positive and supportive way behaviour and /or language used by other staff which may be discriminatory.
8. Staff will be open to challenge from other staff about any behaviour and/or language they have used which is perceived to be discriminatory.

## **B2.2 WORKING DIRECTLY WITH YOUNG PEOPLE**

1. The Organisation staff will model best youth work practice when they deal directly with young people.
2. Staff will use non discriminatory language when talking to young people.
3. Staff will take into consideration the differing physical, mental, cultural and belief based needs of young people when they are planning and executing work.
4. Staff will be open to challenge from young people about any assumptions they may be making about that young persons physical, mental, cultural and belief based abilities.
5. Staff will challenge in a positive and supportive way behaviour and /or language used by young people which may be discriminatory.
6. Staff will be open to challenge from young people about any behaviour and/or language they have used which is perceived to be discriminatory.

Adopted by the Board of Directors Dec 2006