

COMMUNITY CHURCH CHAFFORD HUNDRED

EQUAL OPPORTUNITIES POLICY

- As a Christian organisation Community Church Chafford Hundred wholeheartedly supports the principle of equality of opportunity in employment.
- UK and European laws place many requirements upon both employers and employees alike in respect of equality of opportunity. However we – Community Church Chafford Hundred - believe that working towards equality of opportunity in the workplace involves far more than simply conforming to legal requirements.
- We believe that by acting according to the principle of equality of opportunity, Community Church Chafford Hundred will benefit from a workforce drawn from as wide a cross-section of the community as possible. In this way we benefit from recruiting and retaining the best staff.
- We believe that such a policy is also in the best interests of our employees and Community Church Chafford Hundred that we serve together. Likewise, employees and prospective employees will be expected to show that they are in sympathy with, and committed to, our aims.
- Community Church Chafford Hundred is committed to current standards of good practice for the protection of children and other vulnerable people. We will seek to ensure that each post is assessed for the appropriateness of a Criminal Records disclosure and that any advertisement of employment will indicate the level of Disclosure required. We undertake not to discriminate unfairly against the subject of a disclosure on the basis of a conviction or other information revealed.
- Community Church Chafford Hundred is committed to the fair and sensitive use of Disclosure information. Where an applicant feels that they have not been fairly treated, an appeals process will be available.
- We also seek to ensure that all other aspects of our policies and practices will be consistent with the principle of equality of opportunity.
- Responsibility for the delivery of this Policy rests with the Board of Trustees.

Community Church Chafford Hundred is an equal opportunities employer and we will seek to ensure that:

1. Subject to paragraph 2, every applicant for a job or every employee shall be given equal opportunity regardless of their gender, marital status, family status, sexual orientation, religious beliefs, age, disability, and race, membership of the Travelling Community or political opinion.
2. Exceptions to paragraph 1 are:
 - (a) Where the nature of employment is clearly seen to require membership of, or links with, a Community Church Chafford Hundred, a Christian commitment, or sympathy with the objects of Community Church Chafford Hundred and this requirement is so stated, then Community Church Chafford Hundred shall be entitled to have regard to any such requirement.
 - (b) Where the nature of the employment has specific occupational requirements these shall be stated in any advertisements or literature and taken into account when appointing.

3. All reasonable efforts shall be made to ensure recruitment advertisements or literature is brought to the attention of potentially disadvantaged groups. The usual practice is for posts to be advertised internally within Community Church Chafford Hundred before advertising externally if necessary.
4. Applicants for posts will be given clear, accurate and sufficient information through advertisements, job descriptions and interviews to enable them to assess their own suitability for a post.
5. Appointments shall be made on merit and all persons responsible for the selection, management and promotion of employees will be given information and training in the application of the principle of equality of opportunity. We will also ensure that those involved in recruitment and selection, who are not employees of Community Church Chafford Hundred, abide by the provisions of the relevant legislation and this policy.
6. The application of any recruitment, promotion and training policies will be solely on the basis of job requirements and the individual's ability and fitness for that work.
7. Employment policies and procedures will be monitored by the Board of Trustees
8. Opportunities for career development will be open to all employees where appropriate and feasible; and all employees will be encouraged to take advantage of these opportunities.
9.
 - (a) We will aim to be sensitive to the needs of those balancing the demands of home and work, whether staff involved have parental or other caring responsibilities and regardless of their marital status.
 - (b) We will aim to develop our policy on flexible working practices, such as provision of career breaks, part-time working, job sharing and remote working. Equality of opportunity is one factor to be taken into account in developing these policies.
 - (c) We will give serious consideration to any application from an existing or prospective member of staff for a variation in that person's actual or potential terms and conditions to accommodate his or her domestic responsibilities. In the case of employees who have responsibility for the upbringing of children, the Federation will at all times comply with its obligations under the Flexible Working (Procedural Requirements) Regulations 2002.
10. Employees are entitled to a workplace environment free from hostility. Intimidating behaviour also prevents employees working effectively and denies them dignity at work. Harassment, including sexual, on the grounds of disability and racial harassment, bullying and victimisation are all therefore unacceptable. Community Church Chafford Hundred will ensure that the Code of Practice on Harassment, Bullying and Victimisation is adhered to by all members of staff as well as the Board of Trustees of Community Church Chafford Hundred in their role as employer.
11. Employment practices will take account of the Code of Practice for the elimination of discrimination in the field of employment against disabled persons or persons who have had a disability, issued by the Secretary of State for Education and Employment under Section 53 (1) (A) of the Disability Discrimination Act 1995.
12. All current and prospective members of staff, and current and prospective members of the Board of Trustees of Community Church Chafford Hundred will be made aware of this policy and will be required to ensure its implementation.
13. We will monitor the effectiveness of this policy by regularly reviewing the profile of our workforce and those who apply to join it, considering what action we need to take to encourage a change in profile where necessary. The Lead Elder is responsible for monitoring all aspects of this policy and reporting annually to the Board of Trustees.
14. This Policy will be reviewed every two years by the Board of Trustees.