



# SUPPORTIVE PARENTS HANDBOOK

Providing the Parent Partnership Service for Bristol North Somerset & South Gloucestershire

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## 19. EQUAL OPPORTUNITIES POLICY

### OVERALL STATEMENT

Supportive Parents is committed to equal opportunities for all aspects of its work. It is the policy of the organisation to ensure that no service user, employee (paid or volunteer), job applicant or other person associated with the organisation receives less favourable treatment on the grounds of age, disability, marital status, race or nationality, religion, gender or sexuality.

The organisation will take all possible steps to stop any unfair and/or unlawful discrimination.

### POLICY

To this end Supportive Parents will:

- Recognise the legislative responsibilities contained in, The Sex Discrimination Acts (1975/1986), The Race Relations Act (1975), The Disability Discrimination Act (1995 and revised 2005) and The Rehabilitation of Offenders Act (1974).
- Ensure that all selection criteria and procedures will allow individuals to be selected and promoted on the basis of their relative needs and abilities.
- Ensure that each member of a selection or interview panel should have a knowledge of the application of fair selection procedures.
- Advertise vacant posts (paid and volunteer) as widely as possible in order to access as wide a section of the community as possible.
- Distribute and publicise the Equal Opportunities Policy throughout the organisation and to service users and other agencies where appropriate.
- Ensure that the Equal Opportunities Policy is an integral part of the Volunteer Training Programme.
- Provide a framework for any employee (paid or volunteer) who believes that inequitable treatment has been applied to him/her within the scope of the policy to raise the matter through the appropriate grievance procedure.



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- Ensure that the organisation is committed to developing, implementing and reviewing its policy in consultation with representatives of employees and service users.
- Make available to employees (paid and volunteer), training which may improve their prospects within the organisation and enhance their understanding of the need for equality of opportunity.

## RESPONSIBILITIES

All employees (paid and volunteer) have a personal responsibility to accept the practical application of the policy. However, specific responsibility falls upon the Board of Trustees and staff professionally involved in recruitment, employee administration and training.

**Reviewed and Agreed 16 October 2007**