

M13 YOUTH PROJECT Equal Opportunities Policy

1 Aims of Policy

- 1.1 The policy aims to challenge discrimination in all areas of our project. We aim to ensure that M13 Youth Project reflects and meets the needs of the local community and incorporates equal opportunities into all areas of our work.

2 M13 Youth Project aims:

- 2.1 To ensure that the decision making processes of the M13 Youth Project and those involved in decision making reflect the cultures and make up of the local M13 communities.
- 2.2 To establish good links with organisations or groups which reflect the cross section of the community.
- 2.3 To increase awareness within M13 Youth Project of the needs of those who face discrimination and the effects of discrimination in society in general.
- 2.4 To pay proper attention to equal opportunities in all areas of our services and work.

3 Statement of Intent

- 3.1 The M13 Youth Project recognises that certain groups and individuals in our society are discriminated against on the grounds of their;
- race
 - ethnic or national origin
 - gender
 - physical, sensory or mental disability
 - marital status
 - caring responsibilities
 - age
 - social class
 - religious belief
 - political belief
 - sexual orientation
 - employment status
 - and HIV status.
- 3.2 The M13 Youth Project is actively opposed to all forms of discrimination against its users. We are strongly committed to positive action to remove and counter discrimination in all aspects of our work: in our practice as employers, in the way we work with other organisations, and in all our work with young people.

4 Project Staff and Work

- 4.1 Equal opportunities will be considered in all aspects of the work of M13 Youth Project. This will be reviewed regularly and monitored for effectiveness.
- 4.2 Language or behaviour from employees / volunteers which is offensive to any of the groups outlined in our statement is unacceptable and will not be tolerated in any aspect of our work. Work practices, which are discriminatory will be challenged and changed. Where contracts, job descriptions or codes of conduct are published these should explicitly state that discriminatory language, behaviour or work practices are not acceptable.
- 4.3 Language or behaviour from young people participating in the project ,which is offensive to any of the groups outlined in our statement, will be challenged and the young people worked with, to enable them to explore their attitudes and value base, to equip them with positive images of oppressed groups, to enhance their knowledge of the contribution of members of oppressed groups to society and to provide them with more appropriate and sophisticated language.
- 4.4 Those who use the project's services will be reviewed regularly to identify which communities are under represented.
- 4.5 The image and work of the project will be reviewed regularly. We aim to ensure that M13 Youth Project is equally accessible to all young people. To achieve this end we will, as appropriate, consider holding open days to promote our work, producing specialist information for certain groups, and consulting groups on how to make M13 Youth Project more relevant to those facing disadvantage.
- 4.6 The Project aims to ensure that the premises it hires are physically accessible to all members of the community.
- 4.7 Publicity produced by M13 Youth Project will be in accord with our commitment to equal opportunities and will promote positive images of those groups in the community who suffer discrimination.

5 Training

- 5.1 Training and development opportunities will be given equally to any employee / volunteer within the same grade or level of responsibility and every employee / volunteer has the opportunity to discuss career development and training with the project co-ordinator and / or the Management Group/Trustees.
- 5.2 In training delivery, every attempt will be made to ensure learning materials portray positive images of oppressed people groups and reinforce anti – discriminatory language and images of all individuals and groups.

6 Decision Making Processes

- 6.1 We aim to reflect the make up of the community in the decision making processes of M13 Youth Project and will actively encourage young people, particularly those who may face discrimination, to be involved in the decision making processes.
- 6.2 If the Management Group/Trustees or decision making processes should be found to be unrepresentative of the local M13 communities, the M13 Youth Project might consider co-options or reserved places for those who can make a special contribution. This will be fully discussed by all Management Group members.
- 6.3 Consideration will be taken when arranging any meeting to ensure that it is as accessible as possible.
- 6.4 Equal opportunities training needs for Management will be reviewed and arranged as appropriate.

7 Employment Policy

Recruitment

- 7.1 Equal opportunities are vital in staff recruitment. It is essential that posts are advertised openly and that agreed selection procedures are followed at all times. All those involved in recruitment should follow an agreed recruitment procedure. This includes the format and process for:

- Job Descriptions
- Application Forms
- Adverts
- Selection
- Induction

Conditions of Service

- 7.2 Premises, working conditions and terms and conditions should all strive to promote equality of opportunity and should ensure that certain groups are not discriminated against.
- 7.3 All efforts will be made to ensure that premises are accessible to those with disabilities.
- 7.4 It is important that those with dependants are not discriminated against. Working patterns and arrangements will be considered to determine which are essential and which could be flexible.

7.5 Equal opportunities will be considered in all aspects of the staff's terms and conditions, including maternity and sick leave. The terms and conditions will be reviewed regularly.

7.6 Staff training needs to be reviewed regularly and arranged as appropriate.

8 Monitoring, review and responsibility

8.1 The Management Group will be responsible for implementing the equal opportunities policy. This may be delegated to a sub group. The co-ordinator will report to the group or committee.

8.2 Any complaint or grievance should be made to the co-ordinator who will refer the matter to the chair of the organisation.

8.3 Equal opportunities strategies need to be regularly reviewed and monitored. All aspects of the policy should be monitored as an ongoing practice – this should be built into all procedures – for example as part of the recruitment process, publication process and activity programmes of projects. The Management Group will carry out an annual major review.

8.4 The next review is due in June 2018