



Equal Opportunities and Diversity Policy

DECLARATION OF INTENT

Sunnyside Hub is committed to taking positive action to fight unlawful discrimination and promote equality and diversity in every respect of its work. Sunnyside Hub will actively encourage diversity to maximise achievement, creativity and good practice and to bring benefit to the individuals and communities with which and for which it works.

Sunnyside Hub encourages all people it works with and for to contribute to an environment in which people feel comfortable expressing how they feel and what they need, knowing they will be treated with respect and that their contribution will be valued.

Sunnyside Hub is an equal opportunities employer. The aim of its equal opportunities policy is to ensure that no job applicant, employee, student, or operative receives less favourable treatment on the grounds of race, colour, ethnic or national origin, religion, gender, sexual orientation, marital status, age, HIV antibody status, AIDS or disability, nor should they be disadvantaged by requirement. Sunnyside Hub will strive to redress any imbalance that may become evident.

Management shall review the content and effectiveness of the policy whenever a new staff appointment is to be made, and at other times as may be necessary. The Director is responsible for the policy's day to day implementation.

Jolene Pattrick,
Director, Sunnyside Hub



RECRUITMENT OF STAFF

- ⊕ A written job description and person specification shall be prepared in respect of every vacancy that arises and every new post that is created. It shall be checked and agreed by the staff and Management for direct and indirect discrimination, including culture-bound assumptions and ageism before the recruitment procedures commence. Applicants will be made aware that general life experience and voluntary as well as paid work are valued.
- ⊕ All jobs will be advertised externally and as widely as possible. Adverts will clearly state the minimum requirements for the post.
- ⊕ At both the short-listing and the appointment stage, brief notes shall be made on each application indicating clearly why the applicant has or has not been short-listed or appointed.
- ⊕ No interview, for any post shall be conducted by a panel of fewer than two representatives. Where appropriate, members of staff will be involved at all stages of the selection process in an advisory role.
- ⊕ An open invitation will be given to short-listed applicants with a disability to discuss their specific needs and requirements. Sunnyside Hub will take all reasonable steps to ensure that the specific needs of disabled employees are met where able.
- ⊕ During each interview, notes will be taken and at the end of the interview a form completed for each candidate, assessing their response to the topics and themes raised. These will be reviewed at the end of the interview process by the panel to see that each candidate has been treated fairly.
- ⊕ Questions on the following topics are forbidden in an interview. Any candidate who is asked these questions has the right to refuse to answer. It is the responsibility of Management, or any other member of the panel to stop such questions being asked:
 - age
 - marital status
 - sexual orientation
 - occupation of partner
 - number of children/domestic arrangements

- ⊕ An equal opportunity section is to be included with the application form. The equal opportunities policy and the purpose of monitoring will be clearly explained.

TRAINING

New staff should be made aware of training opportunities available to them and be positively encouraged to take them up. All reasonable facilities will be offered to staff to take study leave.

DISCIPLINE and GRIEVANCE PROCEDURES

It will be made clear to all employees that discrimination, abuse or harassment on the grounds of age, race, gender, disability or sexual orientation - if proven - is a dismissible offence and all such incidents will be investigated in accordance with the Company's Disciplinary and Grievance procedures.

THE SCOPE OF THIS POLICY

This policy applies to:

- a. all staff employed by Sunnyside Hub
- b. students
- c. all individuals attending Sunnyside Hub' activities

IMPLEMENTATION

Employment procedures and practices will be undertaken strictly in accordance with the following and all other relevant legislation:

- Age Regulations 2006
- Companies Act 1985
- Data Protection Act
- Disability Discrimination Act 1995
- Employment Act 2002 (Dispute Resolution) Regulations 2004
- Employment Equality (Religion or belief) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Protection (Part-Time Employees) 1995
- Employment Relations Act 1999
- Employment Rights Act 1996
- Employers Liability Insurance
- Equal Pay Act 1970
- Freedom of Information Act 2000
- Health & Safety at Work Act 1974
- Human Rights Act
- Minimum Wages Act 1998
- Minimum Wages Regulations 1999
- Public Liability Insurance
- Race Relations Act 1976
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975
- Transfer of Undertakings (Protection of Employment) Regulations
- Working Time Regulations 1998

In order to implement the equal opportunities policy; Sunnyside Hub will ensure that all staff involved in selection and recruitment are given adequate and appropriate training in:

- i. Interview techniques
- ii. Codes of practice
- iii. Disciplinary and grievance procedures as contained in the Employee Manual

EQUAL OPPORTUNITY POLICY IN SERVICE DELIVERY

Sunnyside Hub is committed to ensuring equality of access to all its services. Management will aim to ensure that no sector of the community shall be denied access or receive a poor service on the grounds of age, race, gender, disability, sexuality, marital status, ethnicity or religious belief.

Management will aim to ensure that all its services will be provided in line with this anti discrimination policy. In order to promote equality of access the executive will aim to ensure the following:

- i. That systems are developed to audit and monitor service delivery and consumer satisfaction.
- ii. That an accessible complaints procedure will be developed to ensure against discrimination in service allocation and delivery.
- iii. That in advertising and publicity Sunnyside Hub will be presented as a company committed to promoting equality of access to employment and services.
- iv. That all staff act without discrimination in their treatment of colleagues and customers.

Any cases of discrimination by staff members, direct or indirect, must be brought to the attention of Management, who will attempt to resolve the situation by advising of appropriate behaviour. If this does not resolve the issue, this may result in the company's disciplinary procedure being implemented.