



Equal Opportunities

Our beliefs and how we work.

This organisation works for equal opportunities and equal rights, for all employees, including people with learning disabilities.



There are laws in this country that make it illegal to give someone worse treatment because of things like their race, or because they are men or women or because they are disabled. There will be new laws in 2010 to protect many more people.



The laws are to do with hiring and firing people and the way they are treated in a job. The law also says that services must not discriminate unfairly.

We will make sure that we will do all things legally.



We want everyone to be respected and have good lives and opportunities.



As an organisation we value and celebrate difference. We want to involve lots of different people in our work.

You will not be treated differently because of your:







Disability



Race or culture
Nationality
Religion



Gender (If you are a Man or a Woman)
Class or background

Mr	
Miss	
Mrs	
Ms	



Marital status
(If you are married,
single or have a
partner)

You will not be treated differently because of your:



Being a Parent or not
Being young or old



Sexual orientation
(If you are Lesbian,
Gay, Bi-sexual or
Trans-gender).



Immigration Status



Being a care giver



Mental health issues and use of mental health services.



Being a person with HIV.

We believe that Equal Opportunities is about doing things to include people and make them feel welcome. For example:



- Having good access so that people who use wheelchairs can get into buildings.



- Having interpreters for people whose first language is not English.



- Choosing staff only based on whether they can do a job well or learn the job they must do.



- Making sure that information is accessible with no jargon.



- Stopping things being done that are wrong and harm people. For example calling people names that they don't like.



- Making sure that when we use images of people, we include different people, so that everyone feels that he or she is welcomed and can take part.



- Asking people what they like or want and not taking decisions for them.

Everyone in this organisation must know about and do things that respect equal opportunities.

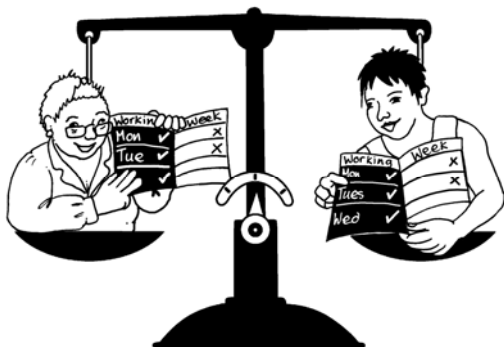


This includes management committee members, workers, volunteers, trainers and consultants.

This includes all the work we do internally and when we work with other people and organisations.

How are we going to go about making this policy work?

About Staff



We are an equal opportunities employer. We recruit staff following equal opportunities rules to make sure we choose staff only because they can do the job that needs doing.



(The rules about staff recruitment are in the Staff Handbook).



We will try to ensure that people with learning disabilities take the lead in all of our projects. All staff will be trained to support employees with disabilities to be really good in their work.



Our office is fully accessible to meet access needs of people with different impairments.



We must keep on trying out ways of working, office routines and systems (for example accessible filing systems, accessible meetings) to ensure the full inclusion and participation of



people with learning disabilities. When jobs are advertised, we make sure that our adverts encourage people from discriminated against groups to apply.



We must continue to give training and development opportunities to help all workers to become better in their jobs.



We offer flexible conditions for mothers and fathers who work for us.



We will keep records of staff to check if any group is not well represented in our organisation. We will take action and make sure that we do the right things to get people from groups that miss out the most.



About our Volunteers: (Including our Board of Trustees)

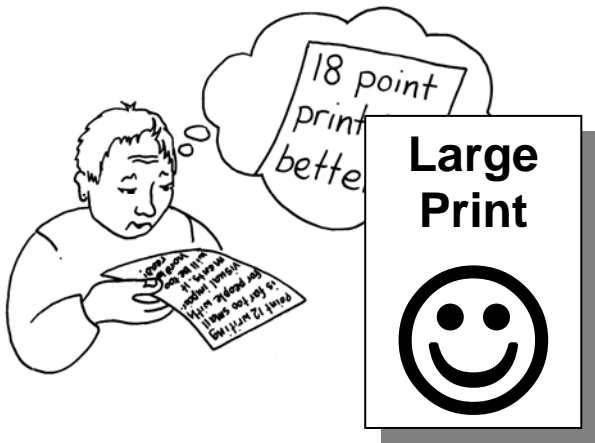


We know how much more difficult it is for people who face double discrimination, such as being a black person with learning disabilities. We will therefore try to advertise in places that are accessible to people from minority communities.

We work with a large number of volunteers with learning disabilities.

All people in our organisation are supported to understand what Equal Opportunities means.

We offer interpreting and facilitation including re-lay interpreting.



We will make sure that our work always includes people with learning disabilities who also have sensory impairments because they often miss out the most.



We make sure that when we recruit volunteers we try to reach and include people from groups that face discrimination and disadvantage and are under-represented in our organisation.



We monitor our recruitment of volunteers and members of our Board of Trustees.



We will make sure that our work includes all people. We must always ensure that our information is accessible to people who cannot read or write.



We will not use jargon.

This includes making sure any conferences and events we run are accessible and meet everybody's needs.



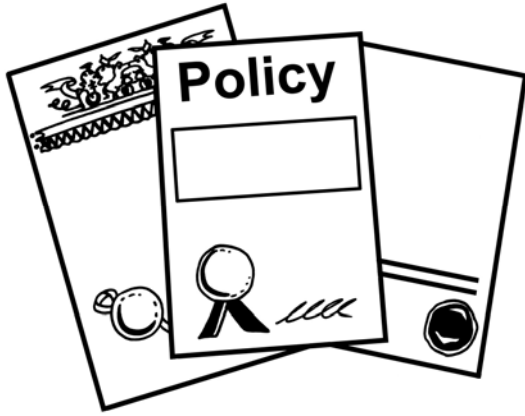
All our Projects must be reviewed to ensure we are making progress in achieving our equal opportunities targets.



Everybody in our organisation must make sure that we do all things with equal opportunities in mind. Everybody must have their say.



We will not tolerate abusive, offensive or discriminatory behaviour.



We will use disciplinary and grievance procedures if someone does something that is against our equal opportunities.

The Board of Trustees will check this policy every year to make sure that we are doing what we said we would do about Equal Opportunities.