

MARCHES FAMILY NETWORK
49
EQUALITY AND DIVERSITY POLICY



Marches Family Network aims to be an equal opportunities employer and has a policy for this purpose. This policy covers all aspects of employment from vacancy advertising, selection, recruitment and training to conditions of service and reasons for termination of employment.

To ensure that this policy is operating effectively (and for no other purpose) Marches Family Network maintains records of employees and applicants racial origins, gender and disability. Where necessary, employees will be able to check/correct their own record of these details. Otherwise access to this information will be strictly confidential.

Ongoing monitoring and regular analysis of such records provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

Marches Family Network's aim is that the composition of our workforce should reflect that of the community in which we are based. The Board of Trustees and Management are responsible for the effective operation of the Equality and Diversity Policy.

Vacancy Advertising

All vacancies will be advertised internally and/or externally to job centres, local press/media and relevant organizations. All application forms include a short statement on equal opportunity. The advertisement will comply with this policy.

Selection and Recruitment

Job descriptions and person specifications will be reviewed to ensure they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

Wherever possible, more than one person will be involved on the selection interview and recruitment process, and all panel members will have regard to current Equality and Diversity guidelines and recommendations. Reasons for selection and rejection of applicants for vacancies will be recorded.

Conditions of Service

Wherever necessary, use will be made of lawful exemptions to recruit suitably qualified people to cater for the special needs of a particular group. Wherever possible efforts will be made to identify and remove any unnecessary barriers and provide the special needs of disadvantaged and underrepresented groups.

General

The objectives of this policy is to ensure Marches Family Network secures the best employees for its needs, and that wherever possible all employees are given the help they need to attain their full potential to the benefit of Marches Family Network and themselves.

The co-operation of all employees is essential for the success of this policy. However, ultimate responsibility for achieving the policy's objectives and for ensuring its compliance lies with the Trustees and Management of Marches Family Network. Behaviour or actions against the spirit and or letter of the laws on which this policy is based will be considered serious disciplinary matters and may, in some cases, lead to dismissal.

Approved by Trustee Board

January 2017

Signed

Print Name

Review date

January 2019