



# 曼城慧妍社婦女中心

## WAI YIN CHINESE WOMEN SOCIETY

### Equal Opportunities Policy

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#### **1. Introduction**

Wai Yin Chinese Women Society is committed to eliminating discrimination and promoting good relations and equal opportunities. The Society, in the provision of services, employment of staff and recruitment of volunteers, will seek to involve and assist people from all groups in the communities within which we work.

The Society will abide by the relevant provisions for the following acts in order to eliminate discrimination:

- Equal Pay Act 1970
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975
- Race Relations Act 1976
- Trade Union and Labour Relations (Consolidation) Act 1992
- Disability Discrimination Act 1995

The Society will also implement provisions of the code of practice published by the Commission for Racial Equality (CRE) and the Equal Opportunities Commission (EOC) as far as applicable. In order to achieve this aim we have adopted an equal opportunities policy with the intention that:

- Any person or group of persons accessing services/activities/courses or applying for a job or contract with us will be treated exactly the same as any other person or group, whatever their race, colour, or ethnic or national origin, or whatever their religion, creed, gender, sexual orientation, disability, appearance, age or marital status.
- We will seek to identify the needs of under-represented and vulnerable people in areas of work and will actively try to help them by making close relationships with representatives of such groups. We will actively help these people to benefit from the Society's services/activities/courses.
- We will act positively to recruit staff at all levels to reflect the needs of the Society's service users. Where necessary we will provide training to help achieve this aim.
- We will collect information and monitor records of all those who access the services and all those seeking work with the Society, whether in a volunteer or employee capacity. We will ensure that the results, where necessary, lead to further change in policy and procedures. The Society will be mindful of our commitment to equal opportunities is followed through and will ensure it is worked through when entering into co-operative working relationships or partnering, employment of consultants, tutors, volunteers and provision to service users. Wai Yin Chinese Women Society believes that everyone has the right to live safely and peacefully wherever they choose to live. We want to make sure that none of our service users, staff, volunteers or partners, perpetrate or are victims of racial or any other form of harassment.

## 2. Forms of discrimination

The following are the kinds of discrimination which are against the Society's policy:

- 2.1 **Direct Discrimination**, where a person is less favourably treated because of sex, race or disability. An example is if someone is refused promotion on the grounds that he or she is black, disabled, male or female.
- 2.2 **Indirect Discrimination**, where a requirement or condition which cannot be justified is applied equally to all groups but has a disproportionately adverse effect on one particular group. An example is where an age limit for new recruits may exclude many women of that age group because they are unable to apply for the job as a result of family commitments, or the restricting of recruitment to areas where there are few ethnic minorities, or a requirement which is non-essential to the job description which may exclude a disabled person (such as the requirement for a driving licence for a job which is mainly office based).
- 2.3 **Victimisation**, where someone is treated less favourably than others because he or she has taken action against the Society under one of the relevant Acts (Sex Discrimination Act 1975, Race Relations Act 1976, Equal Pay Act 1970 or the Disability Discrimination Act 1995).

### **3. Recruitment**

The Society will take steps to ensure that applications are attracted from both sexes and all races and from disabled people, and will ensure that there are equal opportunities in all stages for the recruitment process.

### **4. Employment of People with Disabilities**

Wai Yin Chinese Women Society recognises that people with disabilities do not get their full share of jobs and are sometimes unintentionally discriminated against in terms of training, development and promotion. In working towards equality of opportunity in all its employment practices, Wai Yin Chinese Women Society aims to reduce the barriers to employment that people with disabilities face and to improve the employment opportunities for staff with disabilities with Wai Yin Chinese Women Society. Wai Yin Chinese Women Society will meet in full its obligations under the 1995 Disability Discrimination Act.

All posts with Wai Yin Chinese Women Society are available to people with disabilities, although it may be necessary to make adjustments to the way in which work is arranged as well as providing special aids to carry out some duties. Advice and guidance should be obtained from the personnel manager.

All staff should promote Wai Yin Chinese Women Society's commitment to employing people with disabilities.

### **5. Advertisements**

Wai Yin Chinese Women Society welcomes applications from people with disabilities and is committed to good policies and practices in the employment of people with disabilities. Wai Yin Chinese Women Society is committed to:

- Ensuring that people with disabilities who apply for jobs are considered fairly and on the basis of their ability to do the job.
- Offering effective induction and training to recruit people with disabilities and secure their integration into the workplace.
- Considering whether effective integration requires meeting special needs (e.g. special equipment) and if so, seeking to meet those needs utilising sources of advice and help available as appropriate.
- Providing equal opportunities for training, career development and promotion for employees who become disabled.
- Involving employees with disabilities in developing and applying good practice.

### **6. Interviewing**

All candidates with disabilities who meet the requirements of the job criteria which is based on the role profile should be interviewed.

Practical consideration will be taken into account prior to the interview, e.g. allowing deaf or speech-impaired people to bring an interpreter if they wish. Candidates should be made aware of these facilities and make their needs and/or requirements known well before the interview day so that suitable arrangements can be made. Advice in respect of special arrangements should be sought from the Manager.

## **7. Induction**

The manager will discuss with the employee whether he/she has any special needs in order to perform effectively in the post. Any equipment must be sought immediately to avoid delay of appointment.

The manager will ensure that the employee is fully familiar with the layout of his/her workplace and any other areas he/she may be visiting. This is particularly important for employees who are sight impaired.

Facilities should be provided for employees to take medication.

Facilities should be provided for people with special requirements.

The employee must know who to contact if he/she requires any help on any particular matter.

## **8. Health & Safety**

The health and safety policy applies to all staff including those with disabilities.

It may be necessary in some circumstances to assign one or two colleagues to assist an employee with mobility problems in emergencies.

## **9. Employees who became disabled while employed by Wai Yin Chinese Women Society**

Wai Yin Chinese Women Society will endeavour to retain employees who become disabled in suitable alternative employment.

Where necessary, relevant medical or other expert advice will be sought in order to assess the post and consider any alterations that need to be made to allow the employee to perform the requirements of the role.

The employee may take re-training to enable him/her to perform an alternative post.

The employee may wish to become a job sharer in his/her post.

Wai Yin Chinese Women Society will seek to ensure that advice and guidance is available to the employee concerned, e.g. information on pension implications, etc, if he/she moves to either part time employment or a post at a lower grade.

## **10. Training and Promotion**

All employees with disabilities will have the same consideration for training as other employees, although special arrangements may have to be made in providing it.

Promotion within the Society is made without regard to race, colour, ethnic or national origins, sex, marital status, sexual orientation or disability and is based solely on merit.

## **11. Sexual Harassment**

11.1 Sexual harassment will not be allowed or condoned.

11.2 Definition – sexual harassment means unwanted conduct of a sexual nature, or other conduct based on sex, affecting the dignity of women and men at work. Sexual harassment can include:

- unwelcome sexual attention;
- subjecting someone to insults or ridicule because of their sex;
- suggesting that sexual favours may in some way further someone's career or refusing sexual favours may damage it;
- lewd, suggestive or over-familiar behaviour;
- display of pornographic or sexually suggestive pictures or written material.

## **12. Harassment based on race or a disability**

12.1 Harassment based on race or a disability will not be allowed or condoned.

12.2 Definition – conduct based on race or a disability affecting the dignity of another at work.

12.3 Harassment can include subjecting someone to insults or ridicule because of his/her race or a disability that he/she has.

## **13. Remedial action**

The Society will take action when an employee or client complains that he or she has been the victim of harassment. The Society will do its utmost to protect those complaining against victimisation or retaliation for bringing the complaint. Disciplinary measures will be taken against employees found guilty of any form of harassment. If the level of harassment is sufficiently serious, it will amount to gross misconduct and dismissal will follow.

## **14. Disciplinary and Grievance Procedure**

14.1 The Society will treat seriously and take action when any employee has a grievance as a result of discrimination or harassment on sexual, racial grounds or on the grounds of disability.

14.2 The Grievance Procedure is available to an employee who wishes to make a complaint. This normally means that, in the first instance, the employee will discuss the matter with their immediate manager. However, the Society recognises that, in cases of discrimination or harassment, this could cause certain difficulties where for example:-

- the immediate manager is a bully
- the employee is reluctant or too embarrassed to raise the matter with their manager.

- the employee finds the prospect of using the Grievance Procedure intimidating in particular for issues of a personal and sensitive nature.
- the manager may lack the skills, knowledge or sensitivity to deal with the complaint.

14.3 However, a complaint of harassment or discrimination is a serious allegation and must, in the interests of all parties concerned, be thoroughly investigated and properly substantiated if it is to be acted upon.

14.4 Employees guilty of harassment or discrimination will be dealt with under the Society's Disciplinary Procedure and depending on the seriousness of the offence may:-

- be given a warning
- be transferred to another position or department without protection of wages or salary
- be dismissed.

## **15. Monitoring**

Wai Yin Chinese Women Society will seek to ensure that all managers and staff concerned are fully trained or made aware of their responsibilities in respect of those with disabilities. This will include the provision of training in the relevant areas.

*Policy Working Group November 2002*