



Windsor Christian Action

Supporting Vulnerable People in the Windsor Community

EQUAL OPPORTUNITIES POLICY

Promoting equal opportunities is fundamental to the aims and ethos of Windsor Christian Action (WCA). It is committed to equal treatment for all employees, volunteers and guests of WCA regardless of race, sex, age, disability, religion or belief, or sexual orientation.

We recognise that discrimination may be direct, indirect or arising from disability, and believe that discrimination on any grounds whatsoever is unacceptable, regardless of whether there was any intention to discriminate or not. Volunteers, employees and guests have a duty to co-operate with WCA to ensure that this policy is effective in ensuring equal opportunities for all and in preventing discrimination.

Aims

The aims of this policy are to:

- to create a culture that respects and values each other's differences and promote dignity, equality and diversity, as well as encouraging individuals to develop and maximise their true potential.
- to remove any barriers, bias or discrimination that may hinder or prevent this
- to comply with the charity's duties contained in the Equality Act 2010.

All WCA employees, volunteers and trustees are expected to comply with this policy and all guests are expected to support it.

Statement of Intent

Every possible step will be taken to ensure that individuals are treated fairly in all aspects of their work for WCA. Training is of paramount importance in order to assist all members, volunteers and employees of WCA to understand and operate effective equal opportunities practices.

The WCA will seek to ensure that there is no discrimination in recruitment and employment practice, and that its structures and committees represent all sections of the community. To this end it will:

- treat all members of the community with respect and dignity and seek to provide a positive environment free from discrimination
- endeavour to meet the needs of all and ensure that there is no unlawful discrimination on the grounds of any protected characteristics
- monitor the admission and progress of guests from different backgrounds
- challenge inappropriate discriminatory behaviour
- work with external agencies, where appropriate, to combat and prevent discrimination
- ensure that it reviews, monitors and evaluates the effectiveness of inclusive policies and practices

Religious Beliefs

Although the WCA's religious ethos is based on Christian values and tradition, the WCA is inclusive and welcomes and respects the rights and freedoms of individuals from other religions and faiths (or with no religion or faith) subject to considerations of safety and welfare and the rights and freedoms of other members of the community.

The Trustees, through the Steering Groups of each of its four Projects, (Windsor Homeless, Windsor Street Angels, Windsor Foodshare and More Than a Shelter) actively promote the fundamental values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

Reasonable Adjustments for disabled people

The WCA recognises that it has an ongoing duty to make reasonable adjustments, where possible, for those with a disability to ensure they do not suffer a substantial disadvantage in comparison with others. Each individual case will be considered by the Trustees and Steering Group leaders before any decisions are taken, in order to try and avoid anyone being put to a significant disadvantage.

Induction

Windsor Christian Action will ensure that all new volunteers and employees will receive an induction on this policy, and that consultants trainers and facilitators will be fully informed when given a Contract for Services. At that time, they will be provided with a copy of the policy.

Complaints Procedure

Volunteers and employees engaged in each of the three projects under WCA should inform a member of the Trustee panel of any suspected discriminatory acts or practices or cases of bullying or harassment that becomes known to them.

Grievance Procedure

Employees, volunteers or guests who feel that they have been discriminated against should raise the matter with the nominated Trustee assigned to have oversight of each project. Initially, the Trustee should aim to resolve the matter informally (it may be that discriminatory action is unwitting and easily resolved once the problem is clear) but if they are dissatisfied with the outcome, the complaint is very serious, or the Trustee is the cause of the complaint, the volunteer or employee should raise the matter, in writing, as a formal grievance to the Chair of Windsor Christian Action.

Monitoring and Review

The Chair of WCA Trustees is responsible for the policy's day-to-day implementation, and will ensure that it is reviewed and monitored on a regular basis. It is the responsibility of the Steering Group in each of the three projects to monitor effectiveness, and to review and develop the policy where necessary.

Each employee, volunteer, consultant, trainer, facilitator or Management Team member is responsible for their own compliance with this policy

Breach of Policy

Anyone who is in breach of this policy may be sanctioned in accordance with the WCA's Disciplinary Procedure and the working practices and code of conduct in operation at that time.

M.N.McEvoy

(Secretary to Trustees)

Approved by Trustees

Reviewed 11th May 2020 2019

Within 18 months

June 4th 2020

Windsor Christian Action
Windsor Baptist Church Windsor, Berkshire SL4 1EH
www.windsorchristianaction.org
Charitable Incorporated Organisation No: 1154308

Windsor Christian Action is the umbrella charity for the following: Windsor Homeless Project, Windsor Street Angels, Windsor Foodshare and More than a Shelter.