



Work House (Norfolk) Ltd
Equal Opportunities Policy
July 2009

Work House
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Work House (Norfolk) Ltd. Registered in England no: 6121546

Statement of Policy

Work House (Norfolk) Ltd is committed to the pursuit of equality of opportunities and positive discrimination based on objectively assessed abilities. The aim of the Policy is to ensure that no employee, job applicant, trainee, client or service provider receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origins, creed, disability, age or spent convictions or is disadvantaged by requirements which cannot be justified. Selection, employment and contract management procedures will be kept under regular review to ensure that individuals are selected, trained, developed, promoted supported and treated on the basis of their relevant merits and abilities.

Equal Opportunity Practices

1. In our recruitment and employment of full and part-time, temporary or permanent staff:

- We will endeavour to ensure that no job applicant is disadvantaged or discriminated against, either directly or indirectly, as a result of conditions which cannot be shown to be justifiable.
- We will follow good practice to ensure that individuals are selected for work with us wholly on the basis of their ability, skills and aptitude in relation to the job available, and that they receive appropriate induction training.
- We will ensure that appraisal activity, training and advancement are undertaken without discrimination.
- We will treat all employees with dignity and respect, and foster an environment where this approach is followed by all employees. Disciplinary action will be applied against any employee who breaches this policy.

2. In our work with customers, clients, partners and subcontractors:

- We shall endeavour at all times to set an exemplar model to clients, customers and partners, displaying behaviour and conveying information that is in line both with this policy and with all relevant Equality Regulations.
- We will challenge any examples of behaviour displayed by clients, customers or partner organisations which contradict good practice in equal opportunities.
- We shall select organisations for sub-contract or supply work with us solely on the basis of their sound ethical framework and their ability to deliver services/goods at an acceptable price.
- We shall aim to ensure that our offices and premises as well as facilities used by the company from time to time are accessible to visitors and clients with disabilities.
- We shall encourage volunteers, staff members, freelancers, associates and partners to take responsibility for equal opportunities practice within their workplace. Where necessary we will provide specific training for staff working with targeted groups.
- We shall provide targeted projects such as single sex programmes or work targeted at overcoming specific barriers, reflecting the needs of the community.
- We will ensure that all our publicity and promotional materials are appropriate for, and accessible to, people from all backgrounds.

Sex and Marital Status

In practicing positive discrimination based on objectively assessed ability, no account will be taken of the sex, sexual orientation, marital or partnership status of the individual except in those special instances where a person's sex is a genuine occupational qualification for a particular job.

Race, Colour, Nationality, Ethnic or National Origins

WORK HOUSE (NORFOLK) LTD shares a joint responsibility with its employees to ensure that no employee, job applicant, trainee, client or service provider receives less favourable treatment than another on grounds of race, colour etc., and that no employee, job applicant, trainee, client or service provider is placed at a disadvantage by requirements or conditions which have a disproportionately adverse effect on their racial group and which cannot be justified.

Creed and Personal Beliefs

WORK HOUSE (NORFOLK) LTD will not discriminate, nor cause its employees, job applicants, trainees, clients or service providers to discriminate against any creed or personal belief provided they do not run counter to this policy.

Membership or Non-Membership of a Union

Job applicants will be advised that it is not a condition of employment that they join or remain a member of a particular Trade Union, subject to employment legislation applying at the time. However WORK HOUSE (NORFOLK) LTD will not discriminate on the grounds of membership or non-membership of a union.

Age

In practicing positive discrimination based on objectively assessed ability, no account will be taken of the age of the individual except in those special instances where a person's age is a genuine occupational qualification for a particular job.

Disabled

A full and fair consideration will be given to applications for employment by disabled people, having due regard to their particular aptitudes and abilities.

Spent Convictions

No account will be taken of "spent convictions" when consideration is being given to selection, training, development or promotion, subject to certain exceptions such as persistent offenders or serious offences which cause the individual to be unacceptable to his/her fellow workers.

Responsibilities

The Directors will oversee and monitor the effectiveness of the Policy and its implementation within WORK HOUSE (NORFOLK) LTD. It may also, from time to time, make such changes or amendments to the policy as it sees fit or as required by changes in the relevant Act or Code of Practice of the Commission for Racial Equality and the Equal Opportunities Commission Code of Practice.

It will be the responsibility of Jenny Eaton, Director, to ensure that a suitable Equal Opportunities Policy is drawn up and maintained according to the main Policy Statement. Such policy will take due regard of the appropriate Code of Practice where such code exists.

Employees, job applicants, trainees, clients and service providers are made aware of WORK

HOUSE (NORFOLK) LTD's commitment and appropriate training given for its implementation and maintenance.

Review

This policy will be reviewed in April each year and this review will be carried out in conjunction with all our employees.

Grievances and Disciplinary Action

Any breach of this policy or implemented procedure will be dealt with by the Director designated with HR, via the WORK HOUSE (NORFOLK) LTD Grievance, Disciplinary Procedure.

Legislative References

Sex and Marital Status: The 'Sex Discrimination Act 1975' as amended by the 'Sex Discrimination Act 1986' and the 'Employment Act 1989'; the Employment Rights Act 1996; the Human Rights Act 1998; the 'Equal Pay Act 1970' as amended by the 'Equal Pay (Amendment) Regulations 1983' and the 'Code of Practice for the elimination of Discrimination on the grounds of Sex and Marriage and the promotion of equality of opportunity in Employment'.

Race, Colour etc: The 'Race Relations Act 1976' and the 'Code of Practice for the elimination of racial discrimination and the promotion of equality of opportunity in Employment 1983'.

The Disabled : The 'Disabled Persons(Employment)Acts 1944 and 1958' as amended by the 'Disability Act 1995' which sections do not apply to organisations which employ fewer than 20 persons.

Spent Convictions: The 'Rehabilitation of Offenders Act 1974' and the 'Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975'