

DIVERSITY & EQUAL OPPORTUNITIES POLICY (DEOP)

INTRODUCTION

Canon Collins Trust is determined to make all efforts to prevent discrimination or other unfair treatment against people connected to the Trust or affected by its actions regardless of race, gender, religion, sexual orientation, marital status, responsibilities for dependants, age, physical disability or offending background that does not create an unacceptable level of risk.

The aim of Canon Collins Trust's DEOP is to ensure that no one receives less favourable treatment on the grounds stated above. Not only are there moral and social reasons for promoting equality of opportunity, it is in the best interest of this organisation to recruit and develop the best people from as wide and diverse a pool of talent as possible. That diversity adds value.

Canon Collins Trust also recognises that, in order to ensure discriminated-against groups are properly served by the Trust, it is desirable for these groups to be represented at all levels within Canon Collins Trust and within all types of work.

Although this document concentrates upon equal opportunities in its own employment policies, it is Canon Collins Trust's intention also to actually promote equality of opportunity in the provision of all its services to the community.

DEFINITIONS

Direct Discrimination

Direct discrimination takes place when a person is treated less favourably than others (in the same circumstances) on the grounds of race, colour, national or ethnic origin, sex, marital status, sexuality, disability, class, age or religious belief.

Indirect Discrimination

Indirect discrimination means applying a condition or requirement, which adversely affects one particular group considerably more than another and cannot be strictly justified in terms of the requirements for performing the job.

Racial Discrimination

Discrimination on the grounds of colour, race, nationality (including citizenship), ethnic or national origins.

Sex Discrimination

Discrimination on the grounds of a person's sex or marital status. Canon Collins Trust is committed to countering discrimination against women in all its forms.

Discrimination on the grounds of responsibility for dependants

Employment practise must, where possible, be geared to the demands of childcare and the care of other dependants.

Discrimination on the Grounds of Sexuality

A person is discriminated against on the grounds of their sexuality.

Discrimination on the Grounds of Disability

This policy covers all disabled people who, because of injury, illness, or congenital condition may be disadvantaged in obtaining or keeping employment, or in undertaking work on his/her own account, of a kind which apart from that injury, illness or deformity, would be suited to their age, experience and qualifications. A disabled applicant shall not be disbarred from employment on the grounds of disability, restricted access or inadequate equipment, where, with reasonable efforts and expenditure, the problems could be resolved.

Discrimination on the Grounds of Age

Discrimination can occur against applicants for employment on the grounds of age. Canon Collins Trust is committed to combating this and will ensure that all persons receive equality of access to employment and services regardless of age.

PROCESS AND PROCEDURES

Advertising

Advertising and recruitment practices will be in line with the policy in order to ensure the widest possible response to all vacancies within Canon Collins Trust. Adverts will state that applicants must have permission work in the UK.

Selection, Recruitment and Promotion

All Canon Collins Trust posts will be open to all. To ensure that no discrimination takes place, criteria and procedures will be regularly reviewed and updated to ensure that individuals are selected, promoted and treated on their relevant merits and abilities.

Employing ex-offenders

Canon Collins Trust will consider employing ex-offenders depending on the nature of the job and the details and circumstances of any convictions. Posts will be reviewed to assess whether they involve any increased levels of risk and staff involved in recruitment will be provided with guidance on the employment of ex-offenders and the Rehabilitation of Offenders Act.

Training and Retraining

Canon Collins Trust recognises the importance of employing more people from discriminated groups across all departments and, at all levels including senior management. It will therefore ensure that where it is possible, employees will be given special training and encouragement in order to achieve equality of opportunity.

Canon Collins Trust employees are expected to comply with the DEOP, and training will be given to employees on all aspects of the policy.

Anti-Harassment

There is a separate anti-harassment policy. This can tackle the issue of harassment and bullying of all employees and clearly show that such behaviour is not tolerated.

Employment Practices and Conditions of Service

All service conditions will be reviewed regularly to ensure that they do not discriminate against any particular group, but provide for the varying needs of the entire work force.

The mode of dress and presentation of all employees shall be restricted only on the grounds of health and safety, business efficiency and appropriateness.

It will be a condition of service that employees adhere to the DEOP and failure to do so shall be

cause for disciplinary measures to be taken.

Organisational Arrangements

This policy applies to all employees, volunteers and trustees. The Chief Executive will be responsible for day-to-day implementation. It is the responsibility of the trustees to monitor effectiveness, and to review and develop the policy where necessary. Monitoring and review will take place annually. Each employee, volunteer, consultant, trainer, facilitator or trustee is responsible for their own compliance with this policy. Breaches of the Diversity & Equal Opportunities Policy will be regarded as misconduct and could lead to disciplinary action against employees, appropriate action against a trustee, termination of contracts for services of consultants or trainers, withdrawal of volunteer agreements or withdrawal of grants or awards.

Recording and Monitoring

Canon Collins Trust is committed to an efficient recording, monitoring and evaluation process to ensure effective implementation of the policy.

Resources

Canon Collins Trust is committed to the success of this policy and will give priority to making the necessary resources available.

Grievance and Disciplinary Procedures

Existing Grievance and Disciplinary Procedures will be regularly reviewed to ensure that they are appropriate and adequate to cover all aspects of the DEOP.

Scholarships and projects

Our mission is to create opportunities for people to develop their full potential through education and contribute to the transformation of southern Africa. Canon Collins Trust is particularly keen to support students who have experienced struggle in their life and sought to overcome those barriers, be they related to gender, disability, poverty, age or racial discrimination.

Selection of students in South Africa and the UK is rigorous. In both countries senior staff and trustees work together applying similar pre-agreed selection criteria. Academic achievement, experience, motivation, relevance of the course to southern Africa's needs and each individual's financial situation are taken into consideration. An applicant shall not be disbarred from a scholarship on the grounds of disability, restricted access or inadequate equipment, where, with reasonable efforts and expenditure, the problems can be resolved.

Throughout southern Africa people are working on innovative projects to address the desperate need for education. Canon Collins Trust supports these positive developments by funding individuals and communities, where we can.