

EQUAL OPPORTUNITIES & ANTI-DISCRIMINATION POLICY

Policy Statement

Ravensby Glass is committed to a policy of equal opportunity and anti-discrimination.

Under this policy Ravensby Glass will not accept any form of discrimination in its business dealings. In particular it will ensure that all clients, staff and (where appropriate) volunteers, will be offered equally favourable treatment, irrespective of disability, age, gender, marital status, sexual orientation, race, ethnic origin, nationality, political or religious beliefs.

All managers have responsibility for ensuring that this Policy is implemented within their sphere of operation.

Procedure

Ravensby Glass is committed to stopping discrimination and promoting equal opportunities in both the employment and management of staff (paid and voluntary), and in the development, planning and delivery of its services and will strive to meet its obligations under all relevant legislation, including:

- Race Relations Act & Race Relations (Amendment) Act 2000
- Disability Discrimination Act 1995 (DDA)
- Sex Discrimination Act 1975 (SDA)
- The Employment Equality (Sex Discrimination) Regulations 2005
- Equal Pay Act 1970 (EPA)
- Human Rights Act 1998
- The Employment Equality (Sexual Orientation) Regulations 2003
- The Employment Equality (Age) Regulations 2006
- The Employment Equality (Religion or Belief) Regulations 2003 (as amended)

In managing our services Ravensby Glass will promote equal opportunities across all its services and in particular will ensure that:

- No employee (paid or voluntary) or job applicant is unfairly discriminated against, either directly or indirectly, on any grounds. This includes on the grounds of their disability, age, gender, marital

status, sexual orientation, race, ethnic origin, nationality, political or religious beliefs.

- All staff (paid or voluntary) and managers will be trained in the operation of equality of opportunity and anti-discriminatory practice in employment and in delivering services.
- All areas of Ravensby Glass management and the Organisation recognises the need to value differences between ethnic and minority groups and to ensure that individual needs regarding culture, religion, and behaviour are met as far as possible.
- Managers will ensure equality of treatment in all disciplinary matters, including dismissal.
- Detailed policies and procedures are developed on how this policy will be implemented in respect of recruitment and selection, training and development, harassment and employment.
- All employment applicants will be considered, including those with previous, minor convictions. However, the nature, timing and severity of the offence will be taken into consideration. Existing staff will not necessarily be subject to disciplinary action if they acquire a conviction, as again the nature and severity of the offence will be taken into account.

All staff employed by Ravensby Glass on a paid or voluntary basis will be expected to:

- Respect the staff they work with.
- Comply with this policy and related policies relating to equality of opportunity.
- Not discriminate against, or encourage others to discriminate against, any other member of staff or person connected with Ravensby Glass.
- Not harass, victimise, abuse or intimidate any member of staff.
- Inform Ravensby Glass management if they witness any form of unfair discrimination in the normal course of their work involving any member staff.

Where Ravensby Glass staff (paid or voluntary), are found not to have complied with this Policy, disciplinary action will be considered.

This Policy is available to all staff members, and in appropriate instances, to representatives of clients' groups.

It is recognised that whilst much can be achieved by legislative measures, real progress in improving equality of opportunity can only be achieved with a continuing commitment from the Company in all areas and at all levels in order to achieve its aims in equal opportunities. The Ravensby Glass Board has confirmed its commitment to ensuring that Ravensby Glass takes a positive attitude to equal opportunities.

Code of Practice

People with Disabilities

Ravensby Glass will not tolerate discrimination against people with disabilities. Positive steps will be taken to ensure that people with disabilities are made aware of job opportunities in the Company, of the services provided by the Company and the opportunities available for any voluntary work.

In order to meet these objectives, Ravensby Glass will review and where possible adapt or provide suitable premises, facilities and equipment.

Gender, Marital Status

Ravensby Glass will not tolerate discrimination on the grounds of gender or marital status. Sexual harassment of any kind will not be tolerated.

Sexual Orientation

Ravensby Glass will not tolerate discrimination on the grounds of a person's sexual orientation or declared sexual identity.

Racial Discrimination

Ravensby Glass will not tolerate discrimination on the grounds of racial or ethnic background. Racial harassment or abuse will not be tolerated.

Political Allegiance

Ravensby Glass will not tolerate discrimination on the grounds of a person's political allegiance. Ravensby Glass is politically neutral and it will not condone any use of the Ravensby Glass name and variance with this stance.

Religious Belief

Ravensby Glass will not tolerate discrimination on the grounds of a person's religious belief. Ravensby Glass does not discriminate on the grounds of religion and will seek to offer its services to people of all (or no) religious beliefs.

Ravensby Glass would not expect staff to use their position in the company to win converts for a specific faith.

Recruitment

It is recognised that recruitment and selection is a crucial part of managing equal opportunities and a separate Staff Recruitment Policy has been produced to support this 'Equal Opportunities & Anti-Discrimination Policy' to ensure high standards of recruitment practices are operated.

Ravensby Glass will ensure that the ways in which jobs are designated, advertised and filled, fulfil the requirements of its 'Equal Opportunities & Anti-Discrimination Policy'.

Job descriptions and person specifications will be written, and interviews carried out, in accordance with the Ravensby Glass 'Equal Opportunities & Anti-Discrimination Policy'.

Training and Development

Training and development of staff is a key part of the Ravensby Glass quality programme and provision of high quality services. Ravensby Glass recognises the importance of ensuring a fair application of training and development provision based on the individual needs of staff.

Harassment

Staff concerns and complaints about equal opportunities and unfair discrimination on an individual or group basis can already be addressed through the Ravensby Glass Grievance Procedure. However, it is recognised that individuals may often be reluctant to initiate grievances to seek redress on a particular issue.

Harassment by staff of any kind will be considered a disciplinary offence. Harassment may involve derogatory or discriminatory remarks, ridicule, unwanted physical contact, and demands for favours or physical assault. Any behaviour which is offensive to Ravensby Glass staff or other person's who come into contact with our

staff, or which causes them to feel threatened, or humiliated (on the grounds stated in this policy) or which undermines the quality of service / work performance / or job security, is harassment.

Any staff member who seriously or repeatedly harasses another staff member or anyone else connected with Ravensby Glass will be liable to dismissal for gross misconduct. Similarly, any Board member or volunteer found to have breached the Ravensby Glass 'Equal Opportunities & Anti-Discrimination Policy' in this regard will be asked to resign.

Grievance and Disciplinary Issues

Failure to implement this policy may result in disciplinary action being taken under the Ravensby Glass Disciplinary Procedure. Any grievance concerning the implementation of this policy should be progressed via Ravensby Glass Grievance Procedure.

Conditions of Service

It is a condition of service that all staff adhere to the Ravensby Glass 'Equal Opportunities & Anti-Discrimination Policy'. Failure to do so can lead to disciplinary action being taken.

All members of the Board will be expected to accept and adhere to the provisions of the Ravensby Glass 'Equal Opportunities & Anti-Discrimination Policy'.

All volunteers and outside consultants will be expected to abide by the provisions of the Ravensby Glass 'Equal Opportunities & Anti-Discrimination Policy' within their work for the Company.

Responsibilities

The Ravensby Glass Board has the first and final responsibility to promote, implement and review the Ravensby Glass 'Equal Opportunities & Anti-Discrimination Policy'. It is also the responsibility of all Ravensby Glass staff and volunteers to promote the Ravensby Glass 'Equal Opportunities & Anti-Discrimination Policy' by ensuring that:

- a) None of Ravensby Glass activities or promotions reinforces or condones unfair discriminatory practices.
- b) Material is not displayed in connection with Ravensby Glass work or activities which may offend against the principles of the Ravensby Glass 'Equal Opportunities & Anti-Discrimination Policy'.

Resources

Ravensby Glass commitment to making its 'Equal Opportunities & Anti-Discrimination Policy' a success is unqualified, which means that, where possible, it will make available the necessary resources to invest in good practice.