



EQUAL OPPORTUNITIES FOR STAFF

Wings South West (Wings) is an equal opportunities employer. We are committed to ensuring that our workplaces are free from unlawful and unfair discrimination on the grounds of the following protected characteristics as stated in the Equalities Act 2010.

- age
- disability
- gender
- sexual orientation
- gender reassignment
- race
- marriage and civil partnership
- pregnancy and maternity
- religion or belief

All staff and volunteers are entitled to a working environment that respects their personal dignity and which is free from harassment. Staff are also protected if:

- they are associated with someone with a protected characteristic
- they have complained about discrimination or supported someone else's claim

EQUAL OPPORTUNITIES POLICY STATEMENT

1. Wings recognises its responsibilities as an employer for setting standards of fair treatment.
2. Wings will provide equal opportunities to any employee, job applicant or volunteer and will not discriminate either directly or indirectly on the grounds of the protected characteristics as outlines above. Wings also affirms its commitment to treat part-time staff as equitably as full-time staff, having regard to local conditions of service and statute.
3. To meet these objectives management will ensure that:
 - a) Selection criteria relate to job requirements and appropriate qualifications and experience are asked for thus ensuring non-discrimination.
 - b) Job descriptions and personnel specifications are not discriminatory.
 - c) Job advertisements are not without reason confined to publication or worded in such a way as to exclude applicants either individually or of a particular group.

Advertisements will carry a statement that Wings is an equal opportunities employer.

- d) Applications will be dealt with in accordance with appropriate procedures and the successful appointee will be subject to an enhanced police check.
 - e) Where selection tests are used they are validated to ensure they relate directly to the job requirements and/or career. Such tests will be reviewed regularly to check that they remain relevant and free from bias in either content or scoring.
 - f) Transfer, promotion and training is open equally to all eligible employees and selection criteria do not exclude applicants from any group.
 - g) Wings operate flexible working for those employees who are legally entitled to such arrangements.
4. In addition, to meet these objectives management will ensure that:
- a) All employees are informed that they have personal responsibility for the practical application of the policy and those with responsibility for staff are reminded that they may be held individually accountable for ensuring that no form of discrimination occurs in the recruitment, selection, promotion and training of employees.
 - b) Enquiries will be made into suspected cases of direct discrimination or acts of commission or omission which leads to indirect discrimination. Any such practices will be stopped and disciplinary action may be taken against the individual/s concerned.
 - c) The Trustees have responsibility to ensure that this policy is consistently applied and for the implementation of the policy.
 - d) The grievance procedure is available to any employee who considers that he or she may have been unfairly discriminated against. It is important to understand that employees who consider they have failed to secure adequate redress within the procedures may choose to take their case to an industrial tribunal. External applicants who feel they have been unfairly discriminated against may also take their case to an industrial tribunal. In these circumstances complaints can be brought against individual employees as well as the employing authority.
 - e) Wings will review implementation and the need for monitoring every three years or sooner if there are changes in law or statutory requirements.

Signed:..... Date:
CEO