****

**Equal Opportunities Policy**

**1. Introduction – Equal Opportunities Statement**

Loughborough Junction Action Group (LJAG) believes that life is positively enriched for all of us by the diversity of individuals in society and that all have a contribution to make. LJAG will ensure to the best of its ability that no group or individual will be discriminated against on the grounds of race, colour ethnic origin, nationality, gender, marital status, sexual orientation, responsibility for dependents, age, health, disability, employment status, religion, beliefs, learning ability, size, social class or caste. LJAG through all its activities will seek to promote a positive understanding of the plural society in which we live. In our work we aim to effectively challenge all forms of discrimination.

LJAG is committed to the practical application of equal opportunities through all areas of work and will adhere to the following codes of practice:

**2. Discrimination**

You must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace, and on work-related trips or events including social events.

The following forms of discrimination are prohibited under this policy and are unlawful:

1. Direct discrimination: treating someone less favourably because of a Protected Characteristic. For example, rejecting a job applicant because of their religious views or sexual orientation;
2. Indirect discrimination: a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others, and is not justified;
3. Harassment: this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them;
4. Victimisation: retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment;
5. Disability discrimination: this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability.

**3. Employment**

LJAG will seek to ensure genuine equality of opportunity in all aspects of our activities as an employer. Before advertising any long-term post or residency, a detailed job description and/or person specification will be drawn up. Where one exists already, this will be reviewed and updated.

1. A copy of the equal opportunities policy will be sent to all applicants;
2. All vacancies will be advertised internally and externally in a way that ensures as many sections of the community are reached as possible. All advertisements will carry an equal opportunities declaration;
3. All applicants will be judged solely on job-related, relevant criteria. Reasons for shortlisting candidates will be recorded. Wherever possible, unsuccessful candidates will be given the reason for their rejection;
4. All staff appointed will be provided with a job description and contract of employment including the terms and conditions of service;
5. LJAG will endeavour to provide support, training and supervision necessary to enable workers to achieve their work tasks in the most effective way.

**4. Legislation**

The management committee of LJAG will ensure that it follows its legal responsibilities as laid down in the Employment Rights Act 1996 and Equality Act 2010.

**5. Programme**

The programme will respond to the needs of the local community at the same time reflecting the plural society in which we live.

**6.** If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

**7. Part-time and fixed-term work**

Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

**8. Accessibility**

Every effort will be made to meet the physical and creative needs of all those who wish to participate in the organisation’s work with full consideration being paid to people with disabilities whether these are apparent or hidden.

1. To identify barriers to access and remove them where possible whether these are physical or environmental;
2. To promote work in venues which are accessible to people with physical disabilities and adapt equipment where possible to meet their needs;
3. To promote a pricing policy that enables those on low incomes to have access and fully participate in LJAG’s work.

**9. Publicity and Marketing**

Publicity, work materials and documents produced by the organisation should avoid the use of discriminatory language and images. All publicity materials should be positive and welcoming to all sections of the community.

Particular needs in terms of publicity should be catered for where required, e.g. large print, taped versions, and translations.

**10. Board of Trustees**

LJAG will endeavour to attract individuals to its Board of Trustees who reflect the wide nature of its work and the diversity of the people with whom it works.

**11. Monitoring the Policy**

1. The policy will be reviewed by the trustees each year;
2. Examples of publicity and job descriptions will be made available to funders, public bodies, and other interested parties on request;
3. Employees involved in projects will be asked to evaluate their experiences and comment on the policy;
4. Recruitment information gained through enquiries, completed applications, cultural backgrounds, age, gender etc will be recorded and analysed, where agreement has been made for its use.

**12. Breaches of this policy**

We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure.

If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure or Anti-harassment and Bullying Policy.

You must not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct.

**Sign and Date**

|  |  |  |
| --- | --- | --- |
| **Date Created** | **Date Reviewed** | **Next Review Due** |
| **2014** | **23.06.23** | **June 2024** |
| **A close up of some words  Description automatically generated** | **04.04.24** | **April 2025** |
|  |  |  |