

AGE CONCERN BLACKBURN WITH DARWEN

EQUAL OPPORTUNITIES STATEMENT OF INTENT (JOB APPLICANTS)

EQUAL OPPORTUNITIES STATEMENT

Equal opportunity is about dignity; it is about the worth of each individual, whether they be an employee, job applicant, current or prospective volunteer, trainee or service user. It is about the elimination of prejudice and of judgements based on fear and ignorance. Age Concern nationally and locally is searching for excellence in its service of older people. We are aiming to provide equality of opportunity in all our services and to all our service users.

Age Concern Blackburn with Darwen wholeheartedly endorses the principle of equal opportunities for all members of society and believes that all persons connected to the organisation should be treated fairly and equitably.

Our equal opportunities policy aims to ensure that no employee, job applicant, current or prospective volunteer, trainee or service user is placed at a disadvantage by reason of their age, race, colour, ethnic or national origins, culture, gender or gender reassignment, marital status, responsibility for dependants, disability, class, sexual orientation, trade union activities or political or religious beliefs, by requirements or conditions which cannot be shown to be justifiable on other grounds.

All Age Concern employees, job applicants, current or prospective volunteers, trainees and service users will be treated with dignity and respect and we will provide an environment free from unlawful discrimination, harassment or victimisation.

Age Concern Blackburn with Darwen is committed to its policy which includes statements of practice. The policy is regularly reviewed and revised when necessary.

Notes to the Statement of Intent

In producing this Statement of Intent Age Concern Blackburn with Darwen is acknowledging its legal responsibilities and declaring publicly its commitment to equality of opportunity. All employees, volunteers, trainees and job applicants will be issued with this Statement of Intent.

The Board of Trustees has ultimate responsibility for the implementation of our equal opportunities policy. Day to day responsibility is delegated to the Chief Officer however Age Concern Blackburn with Darwen considers that it is the duty of all employees, volunteers and trainees to accept personal responsibility for the practical application of the policy. To this end a copy of the equal opportunities policy will be given to each employee. Volunteers, trainees, job applicants and service users will be made aware of its existence and copies made available on request.

Excerpt from our equal opportunities policy:

7 Recruitment and Selection

7.1 Age Concern Blackburn with Darwen seeks to employ a workforce which reflects the diverse community at large, because we value the individual contribution of people irrespective of age, race, colour, ethnic or national origins, culture, gender (including gender reassignment), marital status, responsibility for dependants, disability, class, sexual orientation, trade union activities or political or religious beliefs.

7.2 As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, Age Concern Blackburn with Darwen complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other

information revealed. We have a separate written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

- 7.3 Advertisements and recruitment drives shall be aimed at as wide a group of suitably qualified and experienced people as appropriate.
- 7.4 Vacancies shall be given as wide an internal circulation as possible to staff who are likely to possess appropriate qualifications or have relevant experience.
- 7.5 Applicants for posts shall be given as much clear and accurate information about posts through advertisements, job descriptions, job specifications and interviews in order to enable them to assess their own suitability for a post.
- 7.6 All personnel specifications for posts shall include only requirements that are necessary and justifiable for the effective performance of the job, as requirements that are convenient rather than necessary may be discriminatory.
- 7.7 All applicants shall be informed that the organisation encourages equal opportunities and operates an equal opportunities policy, such information will be conveyed on advertisements and in job application packs.
- 7.8 All interviews shall be thorough, conducted on an objective basis and shall deal only with the applicant's suitability for the job and ability to fulfil the job requirements. Where it is necessary to assess whether personal circumstances will affect performance of the job (for example, where it involves unsociable hours or extensive travel), this will be discussed objectively, without detailed questions based on assumptions about marital status, children and domestic obligation. Questions about marriage plans or family intentions should not be asked as Age Concern Blackburn with Darwen recognise that they could be construed as showing bias against women. Information necessary for personnel records will be collected after a job offer has been made and in line with current data protection legislation.
- 7.9 Each individual or group should be assessed according to their capability to carry out a given job or project activity. It should not be assumed, for example, that men only or women only will be able to do certain kinds of work.
- 7.10 Age Concern Blackburn with Darwen expects that job applicants should be able to demonstrate the ability to understand and implement the equal opportunities policy at a level and in a manner appropriate to the work undertaken.
- 7.11 All staff involved in interviewing shall be trained to ensure that selection is made on an objective basis.
- 7.12 Records will be kept of the shortlisting and interview process and these records together with all application forms will be kept for a minimum of six months.
- 7.13 The organisation will monitor job applicants for gender, disability, age and racial origin. The results will be processed to ensure that Age Concern Blackburn with Darwen is attracting a reasonable cross section of people to apply for opportunities within the organisation, and is not discriminating on the basis of gender, disability, age or race in employment.
- 7.14 Any job applicants having a complaint as to discrimination or victimisation relative to the organisation's equal opportunities policy or the legislation to which it relates, should raise the matter with the Chief Officer. If the complaint is not then or subsequently resolved it may be referred for determination to the Board of Trustees.

Adopted June 1993
Last Reviewed February 2004