

## EQUAL OPPORTUNITIES POLICY

### 1. SCOPE

This policy applies to all members of Trinity Cheltenham's staff.

### 2. CONTEXT

Trinity Cheltenham recognises the value of equal opportunities and seeks, wherever possible, to follow the guidelines drawn up by the relevant statutory body.

*There is neither Jew nor Greek, slave nor free, male nor female, for you are all one in Christ Jesus. (Galatians 3:28)*

### 3. PURPOSE

To provide information concerning equal opportunities and to provide guidelines for staff on good practice.

### 4. DEFINITIONS

Discrimination = any unlawful discrimination

Although there may be circumstances justifying different treatment, which are not unlawful (for example to comply with a genuine occupational requirement for a position), Trinity Cheltenham will not tolerate unlawful discrimination and/or harassment on the grounds of an individual's sex, race, marital status, colour, ethnic or national origin, disability, gender reassignment, sexual orientation, age, religious belief, union membership, Union activities, or employment status. Any reference to discrimination in this policy includes all such possible grounds.

### 5. POLICY

In relation to matters of religion and belief, Trinity Cheltenham reserves the right to appoint staff who are loyal to the Christian ethos of the organisation in order to preserve its distinctiveness in accordance with the Employment Equality Regulations 2003.

Trinity Cheltenham is a Christian organisation which seeks to operate in and for the name of Christ and those who work in the organisation must be in sympathy with the evangelical Christian beliefs as set out in the Basis of Faith and their promotion.

For some posts within Trinity Cheltenham, more than a loyalty to the Christian ethos of the organisation is required and these posts are recognised as having Genuine Occupational Requirements, these are outlined in Role Profiles.

Trinity Cheltenham recognises that the UK has a rich diversity of cultures from around the world and seeks to bring Christian witness equally to all cultures.

Accordingly, Trinity Cheltenham is committed to equal opportunity, and it is its policy to treat job applicants, employees and suppliers in the same way, subject to requiring employees to adhere to Trinity Cheltenham's ethos statement and staff code of conduct.

## **6. IMPLEMENTATION**

6.1 Trinity Cheltenham is an equal opportunity employer. Equal opportunity is about ensuring good employment practices and efficient use of Trinity Cheltenham's most valuable resources, its employees. Every PCC Member and employee has personal responsibility for implementing the policy. Any instance of doubt about the application of this policy, or other questions, should be directed to the HR Manager.

6.2 This policy applies to the advertisement of jobs, recruitment and selection, training, conditions of work, pay and to every other aspect of employment. (Staff involved in recruitment should request training if they have any doubt about the application of this policy.)

6.3 Any member of staff may use the grievance procedure to complain about discriminatory conduct. If the matter relates to unlawful harassment then the grievance may be raised directly with the HR Manager. Trinity Cheltenham is concerned to ensure that staff feel able to raise such grievances and no individual will be penalised for raising such a grievance unless it is untrue and made in bad faith.

6.4 The policy also applies equally to the treatment of customers, clients or suppliers. Any concern related to the unequal treatment of customers, clients or suppliers should be directed to the HR Manager.

## **6.5 DISCIPLINE**

Any employee who unlawfully harasses any other employee in the course of their employment will be subject to the organisation's disciplinary procedure. In serious cases, such behaviour will be deemed to constitute gross misconduct and, as such, will result in summary dismissal in the absence of mitigating circumstances.

## **EQUAL OPPORTUNITIES STATEMENT**

This equal opportunities statement and equal opportunities policy reflect both the mission and purpose of Trinity Cheltenham and the spirit and intentions of legislation which outlaws discrimination.

Trinity Cheltenham will not unlawfully discriminate or subject any individual (job applicant or staff member) to less favourable treatment.

Trinity Cheltenham aims to ensure that people with disabilities are given equal opportunity to enter employment. In so doing, it will fully consider making reasonable adjustments to working practices, equipment and premises to ensure that a disabled person is not put at a substantial disadvantage due to their disability. In addition, when staff members become disabled in the course of their employment, every effort will be made through reasonable adjustment, retraining or redeployment to enable them to remain in the employment of Trinity Cheltenham.

After taking into account any genuine occupational requirement, entry into employment and promotion or change of post within Trinity Cheltenham is determined by personal merit and ability, relevant to the mission and purpose of Trinity Cheltenham.

It is the responsibility of every individual, both staff and volunteer, to eliminate discrimination by ensuring the practical application of the equal opportunities policy and reporting concerns about any possible breach of this policy to an appropriate senior leader or HR Manager where appropriate.

All allegations of discrimination (including harassment) will be treated seriously.

Any unlawful discrimination is totally unacceptable to Trinity Cheltenham and perpetrators will face disciplinary action.