



## Equal Opportunities Policy

Holy Trinity Church and Community Centre (HTCCC) is part of the Parish of the Good Shepherd, Ashton under-Lyne and celebrates and welcomes rather than tolerates diversity in our organisation and in society as a whole. Thus it is therefore committed to proactive equal opportunities and welcomes all people, with a positive view of age, caring responsibilities, gender, disability, racial/ethnic origin, religion, HIV status or other health-related reason, sexual orientation or socio-economic background, as Employees, Committee Members and Volunteers.

However where there is a genuine occupational reason for a specific post it may require a post-holder to be a practising Christian of a recognised denomination. All staff must understand and express sympathy with the Christian ethos of the Parish and do nothing that would be seen to undermine it.

- HTCCC will not tolerate any breaches of this Policy and will endeavour to ensure that all its activities and other policies are in accordance with this policy.
- HTCCC recognises and accepts its obligations under current discrimination legislation.
- HTCCC accepts that there is a need to understand what discrimination is, admit it exists and be able to recognise it in all its forms. It accepts that it is possible for individuals, policies and structures to be unintentionally discriminatory or offensive and accepts that such attitudes and structures must be challenged.
- HTCCC will proactively promote an environment that treats all people with dignity and respect and provides equality of opportunity to people of any gender, age, religious beliefs, caring responsibilities, racial/ethnic origins, disability, sexual orientation or socio-economic status. HTCCC expects its employees and volunteers to be sensitive to its Christian basis.
- HTCCC aims to nurture an environment of equality of opportunity in employment. Interviews for employment and voluntary work will take place in accordance with Equal Opportunities. Internal and external job applications and appointments and staff retention will be monitored.
- In order to make physical environments and services accessible to all, HTCCC will strive to make relevant adaptations and provide appropriate resources.
- HTCCC aims to ensure that all its staff and volunteers understand and are committed to the promotion of Equal Opportunities from the time of appointment. HTCCC will ensure employees understand their responsibilities under legislation and government guidelines, by providing ongoing training and development opportunities.
- HTCCC will undertake Equal Opportunities monitoring. This will assist in measuring the effectiveness of the Policy as well as identify training needs, gaps in service and review of practices.
- HTCCC recognises the need to have support mechanisms for those who have been or may be subjected to discrimination or harassment and will endeavour to provide such services.
- HTCCC will avoid entering into contracts, partnerships or agreements with individuals, groups or organisations when it is aware that any of their policies or practices contravenes the Equal Opportunities policy of the project.

## **Responsibilities of the project**

HTCCC accepts responsibility under legislation for the actions of employees and responsibility for any practices, policies or procedures that may be found to be unintentionally discriminatory and will strive to ensure that this is eradicated. It welcomes the input of staff, volunteers, committee members and users to bring this to the attention of the project.

## **Grievance and Appeal Policy & Procedure**

It is the project's policy to ensure that employees with a grievance relating to their employment can use a procedure which can help to resolve grievances as quickly and fairly as possible.

### **Informal discussions**

If you have a grievance about your employment you should discuss it informally with your immediate supervisor. We hope that the majority of concerns will be resolved at this stage.

### **Procedure**

#### **Stage 1**

If you feel that the matter has not been resolved through informal discussions, you should put your grievance in writing to your immediate supervisor. The supervisor must give a response within five working days in an endeavour to resolve the matter.

#### **Stage 2**

If the matter is not resolved, you may raise the matter, in writing, with your manager, who must give a response within five working days. You may be accompanied at this meeting by a fellow worker of your choice or by a trade union official.

#### **Stage 3**

If the matter is not resolved to your satisfaction, you may appeal against the decision.

### **Appeals**

An employee who wishes to appeal against any grievance decision must do so to the named person in the organisation within five working days. The employer will hear the appeal and decide the case as impartially as possible.