

Mind Aberystwyth Equality Equal Opportunities Policy

Approved by the Board April 2019

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1. Statement of policy

- 1.1. The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.
- 1.2. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action. Mind Aberystwyth will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.
- 1.3. Mind Aberystwyth will ensure that a copy of the policy will be made available for all employees and made known to all applicants for employment.
- 1.4. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

2. Recruitment and selection

- 2.1. The recruitment and selection process is crucially important to any equal opportunities policy. Through appropriate training, we will endeavour to ensure that employees making recruitment decisions will not discriminate, whether consciously or unconsciously.
- 2.2. Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
- 2.3. Mind Aberystwyth will adopt a consistent, non-discriminatory approach to the advertising of vacancies, and will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
- 2.4. All applicants who apply for jobs with Mind Aberystwyth will receive fair treatment and will be considered solely on their ability to do the job.

Selection decisions will not be influenced by any perceived prejudices of other staff.

- 2.5. Mind Aberystwyth will periodically review selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
- 2.6. Short listing and interviewing will be carried out by more than one person where possible. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
- 2.7. Mind Aberystwyth will not disqualify any applicant because he/she is unable to complete an application form unassisted, unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

3. Monitoring

- 3.1. Mind Aberystwyth will maintain and review the employment records of all employees in order to monitor the progress of this policy.

Monitoring may involve:-

- a) the collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees;
 - b) the examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and
 - c) recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.
- 3.2. The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.