



EQUAL OPPORTUNITIES POLICY

1. Calvert Trust Exmoor (CTE) is fully committed to providing equal opportunities and will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy. CTE endeavours to maintain a working environment in which all individuals treat each other with respect and are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.
2. CTE will not tolerate discrimination in the workplace, whether on grounds of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".
3. Any allegations of discrimination will be treated extremely seriously and dealt with confidentially and speedily. CTE has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.
4. The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat visitors, clients, contractors, members of the public and former staff members.

JOB ADVERTISEMENTS

5. CTE is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

We take all reasonable steps to employ and promote employees solely on the basis of their abilities and qualifications. In aiming to attract job applications from all sections of the community, CTE will, as far as reasonably practicable:

- a. Ensure that advertisements are not confined to those areas or publications which would exclude or disproportionately reduce applicants of a particular group¹.
- b. Avoid prescribing any requirements which would exclude a higher proportion of a particular group where those requirements are not essential to the post.
- c. Avoid prescribing any requirements as to marital or civil partnership status.
- d. Where possible, where a specific qualification is required for an appointment, state that a fully comparable and recognised qualification obtained overseas is as acceptable.
- e. Where vacancies are filled by promotion or transfer, make them available to all eligible and qualified employees, regardless of background, lifestyle or personal preference, so that they do not restrict applications from employees of any particular group.

JOB APPLICATIONS AND INTERVIEWS

¹ Any of the groups protected by the Equality Act.

6. All job applications will be treated equally and processed in the same way. Short-listing, interviewing and selecting candidates will be on the basis of the selection criteria.
7. Questions to applicants will relate to the requirements of the post. If it is necessary to assess whether personal circumstances will affect the performance of the job (for example, where the job involves unsocial hours or extensive travel) this will be discussed objectively.

EX OFFENDERS.

8. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, CTE complies fully with the DBS 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 a conviction or other information revealed.
9. Having a criminal record will not necessarily bar applicants from working with CTE. Each case will be judged on its merits, and CTE will take full account of the nature of the position and background to any offences committed.

SELECTION

10. The selection of new staff will be objectively based on the job requirements and the individual's suitability and ability to do, or to train for the role. CTE will not disqualify an applicant because he or she is unable to complete an application form unassisted, unless the applicant's completion of that form is a valid test of the standard of English required for the safe and effective performance of the job.
11. It is the policy of CTE to give full and fair consideration to applications for employment from disabled persons and to provide appropriate training, development and promotion prospects equivalent to those available to other employees.

TERMS, BENEFITS, FACILITIES AND SERVICES

12. Terms of employment, benefits, facilities and services will be reviewed from time to time, in order to ensure that there is no discrimination.

MANAGEMENT RESPONSIBILITIES

12. Harassment and/or bullying at work will not be overlooked or condoned. Any act of discrimination, bullying or harassment by an employee will be viewed very seriously and will be investigated in accordance with the CTE Discrimination, Bullying and Harassment Policy.
13. Managers have a responsibility to ensure equality of opportunity and to prevent discrimination at all levels. In the exercise of their managerial or supervisory role, they must not themselves discriminate against anyone over whom they have authority.
14. Managers have been given authority to exercise their discretion in certain situations, and must do so on the basis of justifiable objective criteria and not on the grounds of race, religion, colour, gender, age, marital status, national origin, disability, pregnancy/maternity or sexual orientation. Managers are required to maintain accurate written records of their decisions in respect of any matters in which they have exercised their discretion.
14. If a Manager becomes aware that inappropriate behaviour has occurred, he or she is responsible for responding appropriately and in accordance with CTE procedures. If, for some unavoidable reason, the manager or supervisor is unable to deal with the matter, it should be referred immediately to the CEO/Centre Director.
15. Under no circumstances should such behaviour be ignored or trivialised by a Manager. All complaints must be treated seriously and acted upon immediately. Failure to do this will be viewed very seriously and may result in disciplinary action being taken against the Manager concerned.

PROMOTION, TRANSFER AND TRAINING

16. CTE will ensure that Managers are properly trained and conversant with the equal opportunities policy. Where a promotion system operates, the assessment criteria will be examined to ensure that they are not discriminatory.

17. Where general ability and personal qualities are the main requirements for promotion to a post, care will be taken to consider all candidates. The appraisal system will be regularly reviewed to ensure that it permits this.

YOUR RESPONSIBILITIES

18 Every employee is required to assist CTE to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination.

19. Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under CTE's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

MONITORING EQUAL OPPORTUNITY

20. In order to ensure the effectiveness of its Equal Opportunity Policy, CTE will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process. Information given as part of its monitoring process will be treated in the strictest confidence and used solely for the purposes monitoring.

21. CTE will also regularly monitor the effects of selection decisions and personnel practices and procedures in order to assess whether equal opportunity is being achieved. Selection criteria and procedures for recruitment, training, transfer and promotion will be regularly reviewed to ensure there is no discrimination.

This policy was re-adopted by Trustees on 3 December 2021.

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