



# **Bexley Voice**

## **Bexley Parent Carer Forum**



## **EQUAL OPPORTUNITIES POLICY**

### **STATEMENT OF COMMITMENT**

Bexley Voice is firmly committed to equality, diversity and inclusion and recognises that everyone has a contribution to make. The Charity has a zero-tolerance approach to any form of unlawful discrimination, harassment or victimization.

### **A) POLICY STATEMENT**

- 1) The aim of this Policy is to ensure that no job applicant, employee, worker, volunteer, parent, carer or professional is discriminated against either directly or indirectly on the grounds of age, disability, impairment, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, socioeconomic status or caring responsibilities.
- 2) This Policy is implemented in accordance with appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
- 3) Bexley Voice will maintain a neutral working environment in which no employee, worker or volunteer feels under threat or intimidation.
- 4) Breaches of the Bexley Voice Equal Opportunities Policy by employees will lead to disciplinary proceedings and, if appropriate, disciplinary action up to and including dismissal.

### **B) MEMBERSHIP, VOLUNTEERS AND SERVICES,**

- 1) No individual will be refused membership or trustee/volunteer opportunities, based on the protected characteristics outlined in A 2) above.
- 2) No individual will be refused access to Bexley Voice services based on the protected characteristics outlined in A 2) above.

### **C) EMPLOYEE RECRUITMENT, SELECTION AND PROGRESSION**

- 1) The Bexley Voice Equal Opportunities Policy underpins the Charity's employee recruitment, selection and progression processes. We will endeavour to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, when making these decisions.
- 2) All staff/trustees involved in the recruitment process will be required to read and understand this Policy and comply with its principles throughout the process.
- 3) Promotion and advancement is on merit and all decisions relating to this will be made within the overall framework and principles of this Policy.
- 4) Job Descriptions, where used, will be drafted in line with the Policy. Job requirements will be reflected accurately in any Person Specifications.
- 5) Bexley Voice will adopt a consistent, non-discriminatory approach to job adverts.
- 6) All applicants who apply for jobs internally or externally will receive fair treatment and will be considered solely on their ability to do the job.

- 7) Bexley Voice will periodically review the selection criteria to ensure that it relates to the job requirements and does not unlawfully discriminate.
- 8) Short listing and interviewing will be carried out by more than one person.
- 9) Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
- 10) Bexley Voice will not disqualify any applicant because they are 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.
- 11) Selection decisions will not be influenced by any perceived prejudices of other staff

## **D) POLICY REVIEW**

Bexley Voice will review this Policy every two years (or earlier if amendments become necessary) to ensure that it remains relevant and effective.

## **E) COMPLAINTS**

### **Employees:**

If an employee believes that they are being discriminated against or that the Equal Opportunities Policy is not being adhered to, they should raise a grievance in accordance with the Bexley Voice Grievance Procedure.

### **Others:**

If members, workers, volunteers, parents, carers or professionals believe that they are being discriminated against or that the Equal Opportunities Policy is not being adhered to, this should be brought to the immediate attention of the Chair of the Bexley Voice Trustees and the matter will be investigated fully.

## **E) Member and Child's Personal Information**

Bexley Voice is bound by the terms and conditions of our charity constitution and must employ this policy in accordance with our membership criteria. Bexley Voice will request member information to enable us to monitor this policy and to ensure that any barriers to equal opportunities are identified and removed.

Any information provided by members is confidential and, in order that Bexley Voice comply in full with Equal Opportunities/Non-discriminatory practice, in accordance with our grant and monitoring conditions, records are kept of all members and are maintained in accordance with the General Data Protection Regulations (GDPR).

In addition, all information held by Bexley Voice will remain confidential in accordance with the Bexley Voice Membership and Privacy Policies.

<b>Document Name:</b>	Bexley Voice Equal Opportunities Policy
<b>Created Date:</b>	November 2011
<b>Reviewed Date:</b>	June 2025
<b>Next Review Date:</b>	June 2027 The Bexley Voice Management Committee reserve the right to update or amend this policy at any time without notice.

**Together we can make a difference...**

Bexley Voice are a voluntary group of parent/carers of children and young people (age 0-25) with special/additional needs and disabilities (SEND) living in the London Borough of Bexley. We provide an opportunity for parent/carers to express their views and input into the planning and delivering of SEND services. We signpost, support and empower families to obtain the best possible care and services.

**BEXLEY VOICE HELPLINE: 07512 409936**

**EMAIL: [bexleyvoice@hotmail.co.uk](mailto:bexleyvoice@hotmail.co.uk)**

**WEBSITE: [www.bexleyvoice.org.uk](http://www.bexleyvoice.org.uk)**

**REG CHARITY NUMBER: 1142306**