

Friends of Cathja

STATEMENT OF EQUAL OPPORTUNITY POLICY

1. Friends of Cathja Equal Opportunities Policy The provision of equal opportunity both in employment and service provision is an objective for Friends of Cathja and it is the intention as a responsible employer and service provider to conduct its affairs in a manner which will not cause disadvantage to any employee, job applicant or service user on the following grounds:

racial origin	gender
sexual orientation	physical or mental
disability	age
being H I V positive	religious beliefs

2. In carrying out its purpose and in all other activities, the Friends of Cathja will operate fair and anti-discriminatory policies and procedures
 - (i) No job applicant, employee or service user received less favourable treatment than another;
 - (ii) No job applicant, employee or service user is placed at a disadvantage unjustifiably by requirements or conditions which have a disproportionately adverse effect on a particular group.
3. To this end,

A. Employees and Job Applicants

- (a) Advertising and recruitment are not confined unjustifiably to publications, agencies job centres etc which, because of their particular source of applicants, provide only or mainly applicants of a particular group.
- (b) Transfer, promotion and training opportunities and the application procedure are made known to all eligible employees.
- (c) Selection criteria for appointment, transfer, promotion and training are strictly related to the job training requirements and consistently applied to all applicants.

- (d) Terms of employment, benefits, facilities and services afforded equally to all employees in the same or similar circumstances. This includes criteria for dismissal.
- (e) Grievances concerning discrimination, victimisation and harassment are dealt with swiftly and fairly.

B. Service Users

- (a) Referrals are not confined unjustifiably to agencies etc which because of their particular source of clients, provide only or mainly clients from a particular group.
 - (b) Terms of usage, benefits, facilities and services afforded equally to all users in the same or similar circumstances.
 - (c) Grievances concerning discrimination, victimisation and harassment are dealt with swiftly and fairly.
4. Individual employees and users at all levels have responsibilities too for ensuring the provision of equal opportunity to all fellow employees, job applicants and users. They personally must not; -
- (i) Discriminate in the course of their employment or usage against fellow employees, job applicants or users or harass them.
 - (ii) Induce, or attempt to induce other employees or users to practice unlawful discrimination.
 - (iii) Victimise individuals who have made allegations or complaints of discrimination, or provided information about such discrimination.
5. This policy statement will be brought to the attention of all employees and service users.