



Equality Opportunities Policy

Community Furniture Aid

1. Introduction

The responsibility for ensuring equality and diversity among potential and actual service users, volunteers, members and workers rests ultimately with the management committee. Volunteers, workers and management committee members - are responsible for the implementation of the policy, its observance, monitoring it on a day-to-day basis and reporting on its operation to the Trustee Board.

The policy consists of the following:

Statement of intent

The Policy

2. Statement of Intent

Community Furniture Aid Recognises that certain individuals and groups are discriminated against on grounds of disability, race, ethnic origin, culture, socio-economic background, gender, sexuality, religion, creed, marital status and age. **Community Furniture Aid** is committed to working towards eliminating all forms of discrimination both through its own work and through its employment policies and practices.

Recognising that passive policies will not achieve change, **Community Furniture Aid** will, through regular monitoring of policies and practice, take active steps to combat discrimination.

3. The Policy

Service Provision: Users must have easy access to information on **Community Furniture Aid** about services which may involve making materials available where appropriate in a variety of media, e.g. in large print or electronically. In particular, all printed materials will be in a minimum of 10pt type. It is also recognised **Community Furniture Aid** that will not be able to meet all the demands made upon its services. There will be a drawn up and publicly available list of priorities for the service which will be reviewed at least annually.

Additionally, it is recognised that there may from time to time be complaints against members of staff or the service. A notice will be displayed in the general office, giving details of how a complaint may be made. The procedure will also be regularly reviewed.

Recruitment and Selection: Community Furniture Aid aims to receive the widest response to recruitment of volunteers, workers or management committee members. All vacancies will be Publicised widely. The range of publications and agencies chosen will attempt to reflect the aim of reaching all sections of society. Information sent to potential applicants will include the volunteer or management role description or a job description and a person specification in the case of paid employment and details of the Equality and Diversity Policy. It will be standard practice to supply information in large print when requested - this will be noted in advertisements.

Terms and Conditions: Community Furniture Aid will endeavour to ensure that volunteers, workers and management committee members are not discriminated against through the terms and conditions under which they are have been engaged. Furthermore, **Community Furniture Aid** recognises that from time to time family and social circumstances may change and consequently that volunteers or workers may need to change their conditions of work. **Community Furniture Aid** will attempt, where circumstances and resources permit, to accommodate the needs of those volunteers and workers.

Workers Support: Volunteers and workers are entitled to support from management committee members. Volunteers and worker will receive regular supervision from a named management committee member

Training: Community Furniture Aid recognises that training is an important factor in leading to job achievement and opportunity. Induction training is particularly important and will be made available to all volunteers, workers and management committee members. When other needs are identified, every effort will be made to ensure that training is provided.

Purchasing: Community Furniture Aid will try to ensure that the goods and services it offers are accessible to all groups. It will not knowingly receive or purchase goods and services from agencies which practise discrimination.

Monitoring: Regular monitoring and reviews of all procedures will take place from time to time, to check the effectiveness of **Community Furniture Aid** Equal Opportunity Policy. Staff will be required to report the results of such monitoring to the management committee *annually* and to recommend such amendments as are needed to ensure that the Equal Opportunity Policy are effective at all levels of the organisation.

Date.....

Review date.....