



Dawcliffe Hall Educational Foundation
10 Wellesley Terrace
London N1 7NA
Tel: 0207 490 3946

Email: info@dhef.org.uk

DHEF EQUAL OPPORTUNITIES POLICY

SECTION 1. DECLARATION OF INTENT

- 1.1 DHEF is actively committed to Equal Opportunities and to the implementation of an Equal Opportunities policy. It will seek to ensure that this policy becomes a reality in practice.
- 1.2 DHEF will ensure that no job applicant, employee, trainee or other user of the centre receives less favourable treatment on the grounds of race, creed, colour, ethnic origin, sexual orientation, marital status, disability or age.
- 1.3 DHEF fully accepts the Race Relations Act of 1976 and the Sex Discrimination Act of 1975 and opposes all forms of direct or indirect discrimination in its employment practices and in its provision of services.
- 1.4 DHEF will take steps to ensure that its Equal Opportunity policy is known and followed by everyone in the organisation.
- 1.5 Recruitment and selection criteria will be monitored and regularly reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.
- 1.6 All employees will be given Equal Opportunities for development and training to progress within the organisation.

SECTION 2. EMPLOYER'S RESPONSIBILITY

- 2.1 The responsibility for implementing an Equal Opportunities policy lies with the DHEF trustees.
- 2.1 The DHEF executive team is responsible for overall training needs related to Equal Opportunities within the organisation. It is essential that in particular people involved in interviews are aware of the Equal Opportunities policy and what it means in practice. The DHEF executive team will provide special training to avoid discrimination in these procedures.
- 2.2 The DHEF executive team will regularly monitor the implementation of the Equal Opportunities policy in terms of ethnicity, disability, etc.

SECTION 3. RECRUITMENT AND EMPLOYMENT

- 3.1 In order to achieve Equal Opportunities in its recruitment and employment policies and procedures, DHEF will take into account the need to inform minority and/or disadvantaged groups of appropriate vacancies and it will adopt the following principles:
- 3.2 All job descriptions will be written and reviewed to ensure that they are in line with the DHEF policy on Equal Opportunities and that they reflect accurately the requirements set out in the Personal Specification.

- 3.3 All job advertisements, both internal and external, shall include the statement “DHEF is an Equal Opportunities employer”.
- 3.4 When advertising posts, DHEF will not discriminate directly or indirectly, by including any requirements or criteria which are unnecessary to the post and which might exclude applicants.
- 3.5 Job advertisements will not necessarily be limited to a single method and posts will not be advertised in such way as would effectively exclude minority and/or disadvantaged groups. DHEF will make an effort to advertise in the minority press and in local free papers and with local community and voluntary organisations by the appropriate means.
- 3.6 Short-listing and interviewing will be carried out by more than one person and will be done solely according to the Personal Specifications.
- 3.7 When a job involves irregular or unsociable hours or travel, the full facts should be stated in the job description and other recruitment literature.
- 3.8 Interview questions will be related to the requirements and circumstances of the job.
- 3.9 All applicants will be given equal consideration for appointments. Criteria for short-listing will be clearly established and applied to all candidates.
- 3.10 Relevant recruitment records will be kept to enable accurate and appropriate analysis of Equal Opportunities by the DHEF executive team.
- 3.11 Information necessary for personnel records will only be kept after the job offer has been made.

SECTION 4. EMPLOYMENT

- 4.1 Direct discrimination and instances of racial abuse will be treated as a Disciplinary offence.
- 4.2 Abuse or harassment of any of the groups covered by the Equal Opportunities policy will be treated as gross misconduct. An employee who has in good faith taken action under the Equal Opportunities policy shall not receive less favourable treatment than any other employee; for example by being subjected to disciplinary action.
- 4.3 Particular care must be taken to deal effectively with all complaints of discrimination or harassment. It should not be assumed that such complaints are made by those who are over-sensitive. Complaints would normally be processed through the DHEF agreed grievance procedure in the first instance.
- 4.4 Re-grading must be on merit, irrespective of race, creed, colour, ethnic origin, sex, marital status, disability or age.

SECTION 5. MONITORING

- 5.1 The criteria that DHEF will adopt for monitoring its Equal Opportunities policy are as follows:
- A) Are women, black people, disabled people and other minority groups applying for posts?
 - B) Are women, black people, disabled people and others being short-listed?
 - C) Are women, black people, disabled people and others being appointed?
- 5.2 Monitoring of the Equal Opportunities policy will be based on a system of keeping records. The information on an individual’s ethnic origin, sex, disability and/or marital status is collected for the sole purpose of monitoring the Equal Opportunities policy and will be protected from misuse.

- 5.3 The results of the monitoring will be reviewed at regular intervals to ascertain the effectiveness of the implementation of the Equal Opportunities policy.
- 5.4 The system of race classification adopted by DHEF is in accordance with Local Authority requirements.
- 5.5 Classification will also be by self-classification. The question will be “How would you describe your race or ethnic origin?”

June 2021