

Guidelines on what SMEs should include in an Equal Opportunities Policy

Accurate reference to The Equality Act 2010 and consistent with this, evidence that the policy relates to staff, service users and facilities .

Discrimination (direct, indirect and victimisation) and harassment.

The duty to make reasonable adjustments for disabled employees.

Arrangements for recruitment and selection (and promotion) which ensure that all candidates are treated fairly and that recruitment is on the grounds of merit.

A commitment to recruiting from a wide pool of applicants e.g. through job centres, local press, targeted media, community centres etc.

A commitment to monitor the profile of job applicants, those shortlisted and those successful at interview and to take action to address identified under representation or potential discrimination at any stage of the process.

Commitment to providing access to training for all employees.

The date when the policy was adopted and details of when and how regularly it has been (or will be) reviewed.

Arrangements for equality training to be given to all trustees, staff and volunteers and details about how the policy is communicated and how this is done e.g. through induction training, displays on notice boards etc.

How the policy is communicated to job applicants, service users and the wider community.

Where responsibility for the policy lies e.g. Board, Chief Executive, Management Committee.

How complaints under the equalities policy will be dealt with, including complaints of harassment.

A commitment to monitor the profile of trustees and volunteers and to monitor the equalities profile of service users.

A commitment to take action to address identified under representation (of all sections of the community being served) or potential discrimination of trustees, volunteers and service users (e.g. the commitment to develop an annual statement of actions to implement policy and to feed back issues from Service user equalities monitoring into service development).

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