



Aspire 2 Policy	Equal Opportunities Policy
Approved By	Charlie Clare, Chair of Trustees
Approval Date	11th September 2023
Reviewed Every	2 Years
Review Date	11th September 2025

Equal Opportunities Policy

General Statement of Intent

Aspire2 is committed to providing equal opportunities in employment and to abide by all employment and equality law. This policy sets out the organisation's position on equal opportunity in all aspects of employment, giving guidance and encouragement to employees at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, part-time and fixed term contract status, age, sexual orientation or religion. Compliance with this policy should also ensure that team members do not commit unlawful acts of discrimination.

The Law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, gender, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion, or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

It is unlawful for an employer to fail to make reasonable adjustments to its requirements, working practices or the physical features of the workplace where these put a disabled job applicant or team member at a substantial disadvantage. It is also unlawful discrimination where a disabled team member is at a substantial disadvantage due to the employer's unreasonable failure to provide an auxiliary aid or service to the disabled team member. Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

Team members should not discriminate against or harass a member of the public in the provision of services, goods or facilities. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and make reasonable adjustments to address any barriers that may impede disabled people from accessing a service.

Equal opportunities in employment

Aspire2 will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability.



The organisation will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to working practices and will refuse such requests only if it considers it has good reasons, unrelated to any protected characteristic, for doing so.

Other people not employed by or Team members of Aspire2

Aspire2 will not discriminate unlawfully against individuals using or seeking to use goods, facilities or services provided by the organisation. Team members should report any bullying or harassment by anyone related to the organisation to their manager or Chair of Trustees as appropriate.

Training

Aspire2 will provide appropriate training to managers and others likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise, and to enable them to deal more effectively with complaints of bullying and harassment.

Team member responsibilities

Every team member is required to assist the organisation to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the organisation for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence. Acts of discrimination, harassment, bullying or victimisation against team members or clients are disciplinary offences and will be dealt with under Aspire2's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Grievances

If you consider that you may have been unlawfully discriminated against, you may use Aspire2's grievance procedure to make a complaint. Aspire2 will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Use of the organisation's grievance procedure does not affect your right to make a complaint to an employment tribunal. Complaints to an employment tribunal must normally be made within three months beginning with the act of discrimination complained of.