

Equal Opportunities Policy - Proud City Co-operative Limited

This document sets out the Proud City Cooperative Limited policy for providing equal opportunities. We need all our staff that have client or service contact to use this policy.

Commitment

We are committed to giving everyone who wants to gain one of our awards or access our service an equal opportunity of achieving it in line with current UK legislation and EU directives (for example, recognising the restrictions on people who work with, or want to work with, children and vulnerable adults).

We support equal opportunities in education, training and employment, taking positive action to:

- promote practice and procedures that give equal opportunities to everybody, regardless of their culture, sex, ability, disability, age, ethnic background, nationality, religion, sexual orientation (sexuality), marital status, employment status or social class
- work towards removing all practice and procedures that discriminate unfairly
- widen access to our awards or services to include people who are under-represented
- set the awards standards and service provision according to equal opportunities best practice.

Aims

To meet our commitment we will deliver:

- advice that is sensitive to the widest possible range of our clients or candidates' needs
- assessments that are based on awards requirements only and do not discriminate
- documents that are easily understood, and that do not reflect a stereotyped or biased attitude
- promotional material that reflects the diversity (different backgrounds and different needs)
- quality assurance that applies fair processes.

We will make sure that other organisation we work with use an equal opportunities policy that works together with ours, and that they maintain an effective appeals procedure.

Putting this policy into practice

To put this policy into practice successfully we will:

Offer a confidential data capture service to our staff, clients and candidates explaining how the information collected will enable us to make informed progress on equal opportunities.

- issue a copy of this policy to all our staff, examiners, verifiers and organisations that we work with including networking centres, and make it available to anyone who asks for it
- organise regular development activities for our staff, examiners, verifiers and volunteers.
- include the aims of this policy when we develop and review our service guidance
- maintain a working party to monitor, review and improve the effectiveness of our policy.

Equal Opportunities - General Statement for Press Use (see next page):-

Proud City Co-operative Limited is an accredited centre for quality learning, training and personal development opportunities including active citizenship, social enterprise and leadership skills.

Registered in England at Company House – Company Registered Number 4527599

Equal Opportunities General Statement for Press Use

Proud City Co-operative Limited is an equal opportunities provider of services and employer.

Our policy statement is as follows:-

We aim to ensure that no employee, member, customer, candidate or applicant receives less favourable treatment on the basis of, gender including transgender, marital status or civil partnership, sexual identity, religion and/or belief, political opinion, race, colour, nationality or ethnic origin, work pattern, age, disability or HIV/AIDS status, socio-economic background, spent convictions, or trade union activity, volunteering or on the basis of having or not having dependants, or any other irrelevant grounds.

Proud City Cooperative Limited will monitor all stages of our selection process to ensure there is no potential for unjustified discrimination on any irrelevant grounds. We are also required by awarding bodies that provide our centre accreditation to review diversity and inclusion and relevant information volunteered will assist us in meeting the requirements.

In case of appeals the telephone number to contact is 0161-872-1990.

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