

EQUAL OPPORTUNITIES POLICY OF AN EMPLOYING BODY WITHIN THE METHODIST CHURCH

1. The Employer is committed to the promotion of equality of opportunity in all fields of its activity.

2. DEFINITIONS

2.1 **'Personal Status'** refers to sex, colour, race, nationality, ethnic or national origins, marital status, disability, sexual orientation, age, religious belief or offending background.

2.2 **'Discrimination'** is where a person is treated less favourably than another not on the merits of the case but on grounds of 'personal status'.

2.3 **'Indirect Discrimination'** means discrimination by the imposition of requirements which, although equally applicable to all possible applicants, may nevertheless be discriminatory because:

2.3.1 The number of persons of the same personal status who can comply with the requirement is considerably smaller than the number who cannot; and

2.3.2 The requirement cannot be shown to be justifiable.

3. POLICY STATEMENT

The Employer is an equal opportunities employer and will, regardless of its size or number of employees, seek to ensure that:

3.1 Every applicant for a job, or every employee, shall be given equal opportunity whatever his or her personal status, except in a matter of:

(a) religious belief in any case where the occupation clearly requires membership of or links with the Methodist Church, or another Church, or sympathy with the aims of the Methodist Church; and

(b) offending background, in any case where the criminal record history relates to the requirements of the post.

3.2 Persons already employed will be made aware of the provisions of this policy.

3.3 The application of any recruitment, training and promotion policies will be solely on the basis of job requirements and the individual's ability and fitness for that work.

- 3.4 All persons responsible for the selection, management and promotion of employees will be given information and, or, training to enable them to minimise the risk of discrimination.
- 3.5 Appropriate training will be provided to enable employees to perform their jobs effectively.
- 3.6 Encouragement is given to all employees to take advantage of opportunities for training.
- 3.7 Recruitment literature will not imply that there is a preference for one group of applicants against another unless there is an occupational requirement which will be clearly stated.
- 3.8 The most effective ways will be employed to bring job vacancies to the attention of potentially disadvantaged groups.
- 3.9 Applicants for posts will be given clear, accurate and sufficient information through advertisements, job descriptions and interviews to enable them to assess their own suitability for a post.
- 3.10 Employment policies and procedures are kept under review to ensure that they do not operate against equal opportunities.
- 3.11 Where it appears that equal opportunities are not being offered, the circumstances will be investigated to see if there are any policies or criteria which exclude or discourage employees and, if so, whether these policies and criteria are justifiable.
- 3.12 Appropriate action is taken where necessary to redress the effects of any policy or criteria which are found to have unjustifiably limited the provision of equal opportunities.
- 3.13 Particular care is taken to deal effectively through the grievance procedure with any complaints of discrimination and harassment.

Last Date Modified: 19 March 2012