



Equality of Opportunity

Statement

WV One Ltd aims to be fully aware of the historical, cultural and social restrictions experienced by many individuals and groups.

WV One aims to reflect the cultural diversity of the communities it works with.

Employees are selected on their abilities and we aim to ensure that no employee or potential employee is discriminated against on grounds of race, colour, ethnic origins, gender, sexual orientation, marital status, age, disability or religious beliefs.

WV One aims to make its work fully accessible.

This statement embraces all full-time, part-time, permanent, casual and temporary employees and any person who acts on behalf of the WV One.

WV One will not tolerate discrimination against any member of staff by fellow employees or persons appointed to the service of the WV One.

WV One led by the Board is committed to Equality of Opportunity practice and to making this statement fully effective.

Responsibility and Monitoring

It is the duty of all employees to accept a personal responsibility for the practical application of the statement, but at the same time, the WV One acknowledges that specific responsibilities fall upon the Board, Management, Supervisory Staff and individuals professionally involved in recruitment and employee administration.

WV One includes any employee whether full or part-time, or on temporary employment or who acts on behalf of the WV One.

Advice and support from relevant professional, national and local organisations will be sought from time to time as necessary.

Recruitment and Selection

As posts become vacant the Operations Director will review the area of work.

Where a job description already exists it will be reviewed in light of the vacancy and to ensure that it contains no indirect discrimination. Any changes are to be agreed by the Chair. Candidates for interview will receive copies of job descriptions and information about the WV One.

The person specification will provide objective criteria relating to the attributes, skills and experience required to do the job.

Depending upon the skills for the job, recruitment shall be aimed at as wide a group of suitably qualified and experienced people as possible and each candidate will be considered on his/her merits, experience and suitability for the post.

WV One aims to encourage applications from and training opportunities for people from under-represented groups in the community.

All job applicants will be sent a copy of the Job Description, Person Specification, Equality of Opportunity Statement and relevant information about WV One in an appropriate format where costs allow.

All job applicants will be sent an Equality of Opportunity Monitoring form which, when returned, will be detached from the application and will not be available for the persons preparing the short list.

Where appropriate and possible, selection panels will include a balance of gender and ethnic dimension.

All those involved in the interviewing procedure will be fully aware of WV One's Equality of Opportunity Statement.

Recruitment procedures shall be regularly monitored and modified to ensure that individuals are selected on the basis of their merits, experience and suitability for the post.

Criminal Records Bureau

When an applicant has been selected who will be required to work with children and vulnerable young adults they must ensure that they obtain an Enhanced Criminal Record Certificate from the Criminal Records Bureau which they will need to show to the organisation before their appointment can be confirmed.

Advertising

Advertising will be drafted by the Operations Director and agreed with the Chair.

All advertisements will carry wording stating that WV One is striving to be an equal opportunities employer.

Apart from direct internal promotion it is the general principle of WV One to advertise all vacant posts (with the exception of temporary and casual staff unless it is necessary). Notice of vacancies will be alerted to existing WV One staff.

Training for Equality of Opportunity

WV One will provide information to ensure all staff are aware of the Equality of Opportunity Statement and to enable those who are involved in the recruitment and selection of staff to be more effective.

Training shall be provided to all staff to ensure their awareness and understanding of this Statement in relation to specific responsibilities of their work.

If an existing employee is unable to perform his/her job satisfactorily due to serious illness or disability, WV One will examine ways of retaining the employee where possible and appropriate – each case being dealt with individually.

Grievances

Should any employee consider that they are suffering from unequal treatment within the scope of this statement they will be entitled to raise the matter via the Operations Director. The matter should be raised with the Chair of the Board in the case of the Operations Director or any other member of staff reporting directly to the Chair of the Board.

Any job applicant who believes that he/she has been treated inequitably within the scope of this statement should write to the Operations Director who will investigate the complaint.