

Celebration Church UK – Equality and Diversity Policy

Charity Number: 1125784

Company Number: 6342138

POLICY STATEMENT

1. Celebration Church United Kingdom is a Christian organisation committed to social justice and resolutely opposed to discrimination in society. We are committed to providing services on a fair and equitable basis, regardless of race, ethnicity, religion, life-style, sex, sexuality, physical/mental disability, offending background or any other factor. No person requiring services from Celebration Church UK will be treated less favourably than any other person on any grounds and will not face any direct or indirect discrimination.
2. The Trustees have primary responsibility for ensuring equal opportunities in service delivery and employment practice. All members, employees, workers and volunteers must adhere to this policy in the course of their work, monitor it on a day-today basis and report on its operation to the Trustee Board.
3. In employment we actively seek to recruit with the right mix of talent, skills and potential, promoting equality for all, and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values and purposes of the organisation.
4. As an organisation seeking to deliver services within a Christian context, some posts can only be filled by Christians. These posts will be specified together with the relevant requirement within their respective Job Descriptions and kept under regular review. The nature of these posts or the context in which they are carried out, and their link to the ethos of the organisation, give rise to a genuine occupational requirement (GOR) for the post-holders to be Christians. All staff in these posts are required to demonstrate a clear personal commitment to the Christian faith. This policy is implemented under Employment and Race Directives issued by the government and ACAS guidance.
5. As an organisation using the DBS to assess applicants' suitability for positions of trust, the church undertakes to comply fully with the DBS Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of disclosure on the basis of conviction or other information revealed.
6. For those positions where a DBS is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.
7. Where a DBS is to form part of a recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the recruiter within the organisation and we guarantee that this information will only be seen by those who need to see it as part of a recruitment process.
8. We ensure that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance of circumstances of offences. We will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders. More detailed guidance is found in the Recruitment and Employment of Ex-Offenders Policy.
9. Having a criminal record will not necessarily bar you from working with us. It will depend on the nature of the position and the circumstances and background of your offences.

EMPLOYER'S RESPONSIBILITIES

1. Communicate the policy to all staff, volunteers, members of advisory groups and members through the use of handbooks, policies, notice boards, circulars, written notification to individual employees and other methods of communication as appropriate.
2. Discuss any proposed changes in the policy's contents and implementation.
3. Make it known to all job applicants and, where appropriate to all users of our services.

4. Ensure that disciplinary and grievance procedures incorporate principles of equal opportunity and non-discrimination.
5. Regularly examine existing procedures and criteria, including recruitment practices, and terms and conditions of employment and change them where they are actually or potentially discriminatory.
6. Provide training and guidance to enable staff to carry out the policy and provide specific training for relevant decision makers, including members of the Board of Trustees where appropriate.
7. Monitor the application of the policy.

RECRUITMENT AND SELECTION

1. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions do not discriminate, whether consciously or unconsciously, in making these decisions.
2. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
3. Job descriptions, where used, will be in line with our diversity and equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
4. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
5. We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
6. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
7. All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
8. Short listing and interviewing will be carried out by more than one person where possible.
9. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
10. We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
11. Selection decisions will not be influenced by any perceived prejudices of other staff.

EMPLOYMENT

1. Staff are entitled to support from management and colleagues. Staff will receive regular supervision.
2. Celebration Church UK recognises that training is an important factor in leading to job achievement and opportunity. Induction training is particularly important and will be made available to all new staff. When other needs are identified, every effort will be made to ensure that training is provided.
3. Celebration Church UK recognises that from time to time family and social circumstances may change and consequently workers may need to change their conditions of work. Celebration Church UK will attempt, where circumstances and resources permit, to accommodate the needs of those workers.

Last Reviewed	10/10/18
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