

**The Charity of the Order of The Regular Canonesses
of the Holy Sepulchre of our Lord
Registered Charity Number 1167869
A Charitable Incorporated Organisation (CIO)**

Equal Opportunities Policy – Equality & Diversity

The Charity is committed to providing a working environment in which the Canonesses, employees and volunteers are able to realise their full potential and to contribute to its charity success irrespective of their gender race, disability, sexual orientation, marital status, part-time status, age, religion or belief. This is a key employment value to which all employees are expected to give their support.

In order to create conditions in which this goal can be realised, the Charity is committed to identifying and eliminating unlawful discriminatory practices, procedures and attitudes throughout the Charity. The Charity expects employees to support this commitment and to assist in its realisation in all possible ways.

Specifically, the Charity aims to ensure that no one is subject to unlawful discrimination, either directly or indirectly, on the grounds of gender, race (including colour, nationality or ethnic origin), disability, sexual orientation, marital status, part-time status, age, religion or belief). This commitment applies to all aspects of employment.

The overall responsibility for the policy lies with the Compliance Coordinator (Professor M Alder michaeldalder@hotmail.com). The following sets down the key points of the policy, any breach of the policy will lead to disciplinary action, which may include dismissal.

- Each and every member of the community of Canonesses, employee and volunteer has a duty to observe and apply the policy at all times.
- The policy will be implemented in accordance with the requirements of the Equality Act 2010.
- The Charity will ensure that no member of the community of Canonesses, job applicant, employee or volunteer receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, gender, marital status, sexual orientation, disability, political opinion/affiliation, age, religion or belief.
- Application forms for employees and forms for volunteers will be a simple and straight forward as possible and the Charity will not ask for unnecessary information.
- Interview questions for employees, and where applicable for volunteers, will be related to the requirements of the job and we will not seek irrelevant qualifications. Applicants will be short-listed/selected solely on the basis of capability.
- Each and every person involved with the Charity has an obligation to make a positive contribution towards engendering an environment of equal opportunity throughout the Charity.
- The Grievance Procedure is available to any individual who believes that they have been discriminated against, and the Charity would urge those individuals to pursue their rights through this channel.

- As an organisation using the Disclosure and Barring Service (DBS) to assess candidates' suitability for positions of trust, the Charity complies fully with the DBS Code of Practice and undertakes to treat all candidates fairly. The Charity undertakes not to discriminate unlawfully against any candidate who is required to provide information through this process. The information provided is known as a Disclosure. Generally the Charity will seek an enhanced disclosure. DBS forms are required for all volunteers as well as the community of Canonesses involved with regulated activity and the Charity has a policy of ensuring these are up-to-date (3 years).
- The Charity undertakes to discuss any matter revealed in the Disclosure with the candidate before withdrawing the offer of employment or allowing an individual to become a volunteer.
- Having a criminal record will not necessarily prevent the candidate from working with the Charity or being a volunteer with the Charity. Whether or not it does, will depend on the nature of the position and the circumstances and background of the offences.

Policy Review

Equal opportunities practice is developing constantly as social attitudes and legislation change. The Charity will keep its policies under review and will implement changes where these could improve equality of opportunity. This commitment applies to all the Charity's employment policies and procedures, not just those specifically connected with equal opportunities.

Date of first Review:	March 2017
Date of second Review:	April 2019
Version:	3
Next Review:	April 2021