

EQUAL OPPORTUNITIES IN EMPLOYMENT

Introduction

Crime Concern is wholeheartedly committed to the principle of equality of opportunity, both in its capacity as an employer and as a provider of services to others. Crime Concern is determined to make all efforts to prevent discrimination or unfair treatment against, and promote equality of opportunity for, all members of staff, potential members of staff or users of its services on the grounds of sex, race, gender, religion, marital status, sexual orientation, responsibilities for dependants, age, disability or offending background. Crime Concern is opposed to discriminatory attitudes, and is committed to translating this into all aspects of its everyday work.

Crime Concern recognises that specific and positive programmes of action are necessary to ensure that the aims of its equal opportunities policy are achieved. This Policy Statement provides guidelines which must be followed by everyone responsible for Crime Concern's work. Annual reports for the organisation as a whole will review and evaluate practice and set objectives and priorities. We recognise, however, that progress requires the participation and commitment of all our staff to the policy, as well as the development of these procedures and structures.

It is the responsibility of every member of staff to apply Crime Concern's Equal Opportunities policy. Its application is also required from people who work with Crime Concern.

Equal opportunities in staff recruitment and advancement

Crime Concern is committed to developing and maintaining working environments and practices which ensure equality of opportunity in both the recruitment and advancement of staff. Discriminatory attitudes of behaviour, whether sexist, racist or of other kinds are unacceptable at any time. Commitment to equal opportunities is a requirement for all Crime Concern staff.

Recruitment procedures are applied equally to internal and external applicants. The procedures and practices are monitored constantly as a management priority to ensure their proper operation, as laid down in the guidelines. All staff responsible for recruitment are required to participate in training to ensure their understanding and implementation of these procedures.

All staff should have a genuinely equal opportunity to progress within Crime Concern, including the opportunity to participate in training to develop their full potential.

Ethnic monitoring is carried out during recruitment of staff and reports presented to the Board on the composition of staff within the organisation.

Equal opportunities in the provision of services

Crime Concern is committed to providing services which are relevant, attractive and accessible to all those who might wish to use them.

Staff are required to be fully aware of their responsibilities in this respect and to ensure that systems of recruitment or referral to our services do not operate to exclude or discourage participation, and that our scheme and projects are welcoming and attractive to all potential participants.

These aims are a priority in the provision of staff training and the allocation of resources.

Monitoring of all services is to be carried out in order to identify any inequalities in content or participation, and to determine the steps needed to rectify them. This includes attention to publicity, environment, referral processes and the links with outside organisations and individuals involved in the provision of our services. Every effort is made to ensure that, in maintaining these links, our policies and priorities are not compromised.

Responsibilities for Crime Concern's equal opportunities policy

Crime Concern's equal opportunities policy is the responsibility of every member of staff to apply. Its application is also required from people who work with Crime Concern in providing the work that Crime Concern does, and it cannot be modified or altered by or for any particular part of Crime Concern. Those who hold management, supervisory or other senior positions in the organisation have additional and particular responsibilities to ensure the effectiveness of its application and the commitment of all staff and others to it.

Failure to comply with the Equal Opportunities Policy may result in disciplinary action, and in serious cases, dismissal.