



EQUAL OPPORTUNITIES POLICY

LAST UPDATED JUNE 2012

TREATING EVERYONE WITH RESPECT

St. Mary Magdalene Church and Sale West Community Church expects all employees and volunteers to act with dignity, maturity and respect for the personalities, attitudes, beliefs and actions of all those involved with the church.

Our policy and commitment is to ensure that everyone connected with the church (including those applying for employment and following termination of employment) is treated fairly and with respect, regardless of race, sex, sexual orientation, gender reassignment, age, religion, politics, marital status, disability and / or union membership.

It is the responsibility of all managers, supervisors and group leaders to treat employees and volunteers in accordance with the above aims and to ensure that everyone is treated fairly and with respect. This involves:

- ◆ Preventing and punishing misconduct. Conduct such as sexual, racial, disability or religious harassment, insulting comments or actions (regardless of method used), bullying, intimidation, swearing, initiation rites or 'ceremonies', etc is not acceptable, cannot be tolerated and will be subject to severe action.
- ◆ Avoiding prejudice. All actions and decisions should be based only on consideration of an employee's or volunteer's ability to perform the job. No judgement may be made subject to any prejudice.
- ◆ Encouraging individual and working team development. The responsibility of the management committee/PCC is to help employees and volunteers succeed both individually and as members of working teams. All employees/volunteers must always have an equal opportunity to develop themselves and their talents and to be considered for training and promotion.

COMPREHENSIVE RESPONSIBILITY

It is the responsibility of every person on the management committee/PCC to ensure compliance at all times with this policy.

It is the responsibility of every employee/volunteer to ensure they comply with this policy.

It is the responsibility of everyone working on behalf of St Mary Magdalene Church and Sale West Community Church to treat all those whom they come into contact with respect.

LIABILITY

Breach of this policy by employees will lead to disciplinary action, in some cases involving dismissal without notice. Breach of this policy by volunteers will lead to internal sanctions being taken.

In addition some breaches would also be a breach of legal requirements leading to criminal law sanctions including damages and/or substantial fines and/or imprisonment.

COMPLAINT AND INVESTIGATION

Any person believing themselves to have been dealt with in breach of this policy should report the matter to their immediate superior (or if this is inappropriate since the superior is alleged to be involved) the Vicar. Efforts will be made to preserve the confidentiality of both alleged victim and aggressor, at least until the matter is resolved.

Investigation will be commenced within one working day of a complaint being lodged. Such investigations will be thorough and completed as quickly as possible with any appropriate sanctions applied fairly and swiftly.

To make a complaint of a breach of this policy it will be necessary to take account of:

- ◆ Details of what, when and where the occurrence(s) took place.
- ◆ Name(s) of any witness(es)
- ◆ Details of any other complaints made about the incident, date etc.
- ◆ Details of any others believed to have been treated in a similar way.
- ◆ Any preference for a solution.

Until a hearing (or other resolution) is arranged, all the details should be kept confidential.

SANCTIONS

Any employee/volunteer, no matter at what level, found to be in breach of this policy, will be instructed to desist forthwith. Failure to do so by an employee will be regarded as gross misconduct. Serious breaches of this policy even on a first occasion may be regarded as gross misconduct.

Failure to desist so by a volunteer will lead to their removal from their position of leadership within St. Mary Magdalene Church and Sale West Community Church.

In determining an appropriate sanction the views of the victim may be taken into consideration where appropriate.