



Copenhagen Youth Project
EQUAL OPPORTUNITIES POLICY

Last update: July 2020

Approved by the Trustees July 2020

Review Date: July 2021

Policy Statement

- 1.1 CYP is firmly committed to equality, diversity and inclusion in all areas of our work. We believe in treating people equally, including those which belong to particular groups defined by the Equality Act 2010.
- 1.2 CYP is an equal opportunities employer. The aim of its equal opportunities policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, ethnic or national origin, religion or belief, gender reassignment, sex, pregnancy or maternity, sexual orientation, marital status, HIV antibody status, AIDS, age or disability, nor should they be disadvantaged by requirement. CYP will strive to redress any imbalance that may become evident.
- 1.3 CYP will endeavor to establish a broad base for consultation to identify priorities and needs as reflected by the demographics of the local community and in all campaign work will maintain the objectives stated above.
- 1.4 The board shall review the content and effectiveness of the policy whenever a new staff appointment is to be made, and at other times as may be necessary. The Project Director and the Senior Youth Worker are responsible for the policy's day-to-day implementation.
- 1.5 CYP will monitor and review the composition of its board with the aim of promoting a broad-based representation.

2 SAFE RECRUITMENT

- 2.1 A written job description and person specification shall be prepared in respect of every vacancy that arises and every new post that is created. It shall be checked and agreed by the senior staff for direct and indirect discrimination, including culture-bound assumptions and ageism before the recruitment procedures commence. Applicants should be made aware that general life experience and voluntary as well as paid work are valued.
- 2.2 All jobs must be advertised externally and as widely as possible. In addition to whatever channels the organisation may choose to utilize. Adverts should clearly state the minimum requirements for the post.
- 2.3 At both the short-listing and the appointment stage, brief notes shall be made on each application indicating clearly why the applicant has or has not been short-listed or appointed. A form will be drafted for this purpose.
- 2.4 No interview, for any post should be conducted by a panel of fewer than two representatives or more than five members of the board. All interview panels must be suitably representative of the membership of the organization. Members of staff will be involved at all stages of the selection process in an advisory role. Whenever

possible, an external assessor shall be invited to join the panel in a non-voting capacity.

- 2.5 An open invitation will be given to short-listed applicants with a disability to discuss their specific needs and requirements. CYP will take all reasonable steps to ensure that the specific needs of disabled employees are met.
- 2.6 During each interview, notes should be taken and at the end of the interview a form should be completed for each candidate, assessing their response to the topics and themes raised. These should be reviewed at the end of the interview process by the panel to see that each candidate has been treated fairly.
- 2.7 Questions on the following topics are forbidden in an interview. It is the responsibility of the Chair, or any other member of the panel to stop such questions being asked:
 - marital status
 - sexual orientation
 - occupation of partner
 - number of children/domestic arrangements (it should be made clear that the organisation aims to be flexible to individual requirements)
- 2.8 An equal opportunity section should be included on the application form. The equal opportunities policy and the purpose of monitoring should be clearly explained.
- 2.9 When a new member of staff has been recruited they will be subject to two referee checks. They will also have a Disclosure & Barring check which must be updated every three years.

3 TRAINING

- 3.1 New staff will be informed and made aware of all equal opportunities training available to them. This will include training on updated legislation regarding equal opportunities as appropriate.

4 SUPPORT

- 4.1 All workers should have access to support. If a worker feels isolated, provision should be made for support from other parts of CYP or outside the organisation. If groups of women, Black workers, or gay workers, for example want to set up a support group, this should be encouraged.

5 DISCIPLINE and GRIEVANCE PROCEDURES

- 5.1 It will be made clear to all employees that discrimination, abuse or harassment on the grounds of any protected characteristic as defined in the Equality Act 2010 - if proven - is a dismissible offence.

6 THE SCOPE OF THIS POLICY

6.1 This policy applies to:

- All staff employed by CYP irrespective of funding agent.
- All aspects of promotional, educational, and campaigning functions of CYP.
- Members of CYP and affiliate organisations. CYP would expect its members to concur with and actively promote these objectives.

7 IMPLEMENTATION

7.1 Employment procedures and practices will be undertaken strictly in accordance with the following and all other relevant legislation:

- Equalities Act 2010
- Rehabilitation of Offenders Act 1974
- Equal Pay Act 1970 and Amendment 1983
- Racial and Religious Hatred Act 2006
- Protection from Harassment Act 1997
- Human Rights Act 1998

7.2 In order to implement this equal opportunities policy; CYP accepts that it needs to ensure that all members and staff involved in selection and recruitment within the organisation are given adequate and appropriate training in:

- interview techniques
- codes of practice
- disciplinary and grievance procedures as contained in the CYP staff

manual.

8 EQUAL OPPORTUNITY POLICY IN SERVICE DELIVERY

8.1 CYP's commitment

CYP is committed to ensuring equality of access to all its services. The board will aim to ensure that no sector of the community shall be denied access or receive a poor service on the grounds of any protected characteristic as defined in the Equality Act 2010. The executive committee will aim to ensure that all its services will be provided in line with this Equal Opportunities Policy. In order to promote equality of access the executive committee will aim to ensure the following:

- that services are based on consultation with those who receive the services, and positive steps are taken to include excluded groups in decision making.
- that all services are flexible and responsive to the changing needs in the community.
- that information on services is widely available and where necessary targeted to ensure maximum awareness of provisions.
- that systems are developed to audit and monitor service delivery and consumer satisfaction.

- that an accessible complaints procedure will be developed to ensure against discrimination in service allocation and delivery.
- that positive action programmes will be developed to target the needs of often excluded groups.
- that in advertising and publicity CYP will be presented as an organisation committed to promoting equality of access to employment and services.

8.2 **Key tasks in developing and implementing policy**

Sub-committees may be set up to develop action plans based on this statement. This should include short or long term objectives, developing and producing mechanisms for consumer consultation.

- establishing guidelines for service monitoring.
- design training packages for the organisation which ensure that staff feel confident to promote the policy.
- progressing and updating the corporate equal opportunities work programme.

9 REVIEW

- 9.1 CYP will monitor and review the effectiveness of this equal opportunities policy on an annual basis.

10 INFORMATION

- 10.1 This document shall be circulated to all employees, volunteers and job applicants.