

equal opportunities policy

introduction

asphaleia values explicitly emphasises our belief in the inherent value of the individual. We promote and train staff to act professionally to meet legal obligations of appreciation of diversity in working with colleague's, service users and visitors.

It is the responsibility of all employees and volunteers, irrespective of their position, to work towards the implementation of this policy in practise, in employment and in service provision.

Whilst asphaleia's commitment to equal opportunities is unquestionable, our application may not always be perfect. This policy is part of a process towards the highest possible standards. Staff are working to implement, monitor, review and update. Any situations where these principles are felt not to be followed can be presented to the organisation following the complaints, grievance or whistle blowing policy.

organisational practises

asphaleia will:

- Create a working environment where all are treated equally and with respect according to individual needs and abilities.
- Uphold the right of anyone to be a member of a trade union whilst ensuring those who do not wish to be are not pressured to do so.
- Treat all equally regardless of gender, race, religion, disability, age, marital status or sexual orientation. asphaleia recognises that this list is not exhaustive and that there may be other forms of discrimination that should not be tolerated.
- Ensure that our recruitment methods do not discriminate in
 - Advertising or interviews.
 - The terms in which the job is offered.
 - Deciding who is offered the job.
 - Opportunities for promotion, transfer or training.
 - Benefits.
 - Dismissals.
- Monitor its employees and volunteers as it grows as an organisation to ensure it reflects the diversity of the local populations where it operates.
- Eliminate any form of discrimination that arises.
- Seek to eliminate any negative images and language in its informal and official communication.
- Ensure both males and females can work in a wholesome environment by discouraging behaviour which is deemed sexually harassing either verbally or physically.

- Be supportive in regards to family pressures and commitments to the best of our ability.
- Raise the level of equal opportunities awareness through inductions and ongoing training of staff.
- Develop the skills and knowledge of equal opportunities awareness of managers through ongoing training.
- Ensure our organisation is accessible to those with disability.
- Take any complaint made to its management relating to these policies seriously and respectfully.
- Ensure all staff are made aware of complaints, grievance, disciplinary and whistle blowing policies during induction.

service users practises

asphaleia will endeavour to:

- Create an environment where all service users are treated equally and with respect according to individual needs and abilities.
- Treat all its service users equally regardless of gender, race, religion, disability, age, sexual orientation or marital status. asphaleia recognises that this list is not exhaustive and that there may be other forms of discrimination that should not be tolerated.
- Eliminate any form of discrimination that arises.
- Ensure those who are employed to work with service users are trained in equal opportunity awareness.
- Help service users take responsibility so that they can influence and participate in the decision making process where practical and beneficial.
- Provide equal opportunities awareness training to all service users pertinent to their engagement at asphaleia.
- Ensure all service users are made aware of procedures of how to make a complaint.
- Take seriously and respectfully any complaint made to its management relating to these policies by a service user.