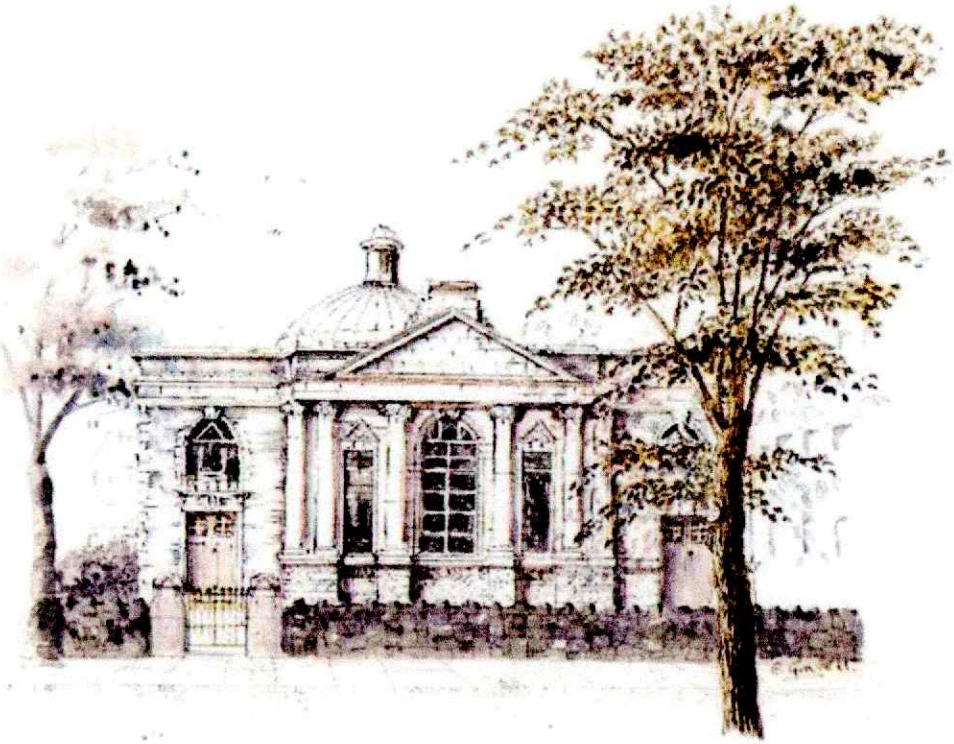
EMMANUEL CHURCH, LLANDUDNO



Postal Address:
Mrs. Câmilla Fisher
c/o Jabez
Herkomer Road
Llandudno LL30 2YZ

Email: emmanuelchurchllandudno@gmail.com

Website: emmanuelchurchllandudno.org.uk

EQUAL OPPORTUNITIES POLICY

Last Review Date: 24th September 2026

Next Review Date: 24th September 2027

EQUAL OPPORTUNITIES POLICY STATEMENT

1. Emmanuel Church *(Emmanuel)* recognises that discrimination and victimisation is unacceptable and that it is in the interests of *Emmanuel* and its employees and volunteers to utilise the skills of all those involved. It is the aim of *Emmanuel* to ensure that no employee or job applicant or volunteer receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender, marriage/civil partnership, pregnancy/maternity, race or culture or other protected characteristics.

2. Our aim is that our workforce will be representative of all sections of society and each employee and volunteer feels respected and able to give of their best.

3. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all employees *and* volunteers at *Emmanuel.*

4. All employees and volunteers, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of *Emmanuel.*

5. Our staff and volunteers will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of goods and services.

6. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

OUR COMMITMENT

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee and volunteer is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- To promote equality in the workplace which we believe is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- The policy will be monitored and reviewed annually.

LEADERSHIP RESPONSIBILITES

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Emmanuel Church Committee, who will ensure that they and their staff and volunteers operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. *Emmanuel* will ensure that:

- all their staff and volunteers are aware of the policy and the arrangements, and the reasons for the policy;
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- proper records are maintained.

The Emmanuel Church Committee will be responsible for monitoring the operation of the policy in respect of employees, volunteers and job applicants, including periodic departmental audits.

RESPONSIBILITIES OF STAFF

All staff share responsibility for preventing unlawful discrimination. The way staff conduct themselves is essential to maintaining fair employment practices. In particular, all staff members are expected to:

- comply with the policy and arrangements;
- not discriminate in their day-to-day activities or induce others to do so;

- not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.
- ensure no individual is discriminated against or harassed because of their association with another individual who has a particular characteristic.
- inform their manager if they become aware of any discriminatory practice.

THIRD PARTIES

Third-party harassment occurs where an *Emmanuel* employee or volunteer is harassed by third parties such as clients or customers. *Emmanuel* will not tolerate such actions against its staff, and the employee or volunteer concerned should inform their manager / supervisor at once that this has occurred. *Emmanuel* will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

RELATED POLICIES AND ARRANGEMENTS

All employment policies and arrangements have a bearing on equality of opportunity. The *Emmanuel* policies will be reviewed regularly and any discriminatory elements removed.

RIGHTS OF THOSE WITH A DISABILITY

Emmanuel attaches particular importance to the needs of people with disabilities.

Under the terms of this policy, managers are required to:

- make reasonable adjustment to maintain the services of an employee who become disabled, for example, training, provision of special equipment, reduced working hours. (NB: the Emmanuel Church Council is expected to seek advice from external agencies to maintain disabled people in employment);
- include disabled people in training/development programmes;
- give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

EQUALITY TRAINING

Regular briefing sessions will be held for staff and volunteers on equality issues. These will be repeated as necessary. Equality information is also included in induction programmes.

Training will be provided for managers on this policy and the associated arrangements. All managers who have an involvement in the recruitment and selection process will receive specialist training.

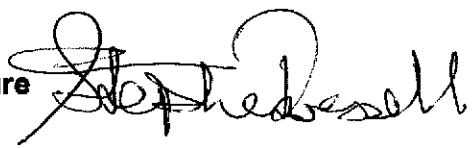
MONITORING

- The Emmanuel Church Council deem it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation.
- We will maintain information on staff and volunteers who have been involved in certain key policies: Disciplinary, Grievance and Bullying & Harassment.
- Where appropriate equality impact assessments will be carried out on the results of monitoring to ascertain the effect of the Emmanuel policies and our services / products may have on those who experience them.
- The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.

GRIEVANCES/ DISCIPLINE

Employees and volunteers have a right to pursue a complaint concerning discrimination or victimisation via the Emmanuel Grievance or Harassment Procedures.

Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under RHC Disciplinary Procedure.

Signature 

Date 24/9/26