



Kingdom Abuse Survivors Project
Supporting Survivors of Childhood Sexual Abuse
in Fife

EQUAL OPPORTUNITIES POLICY

MISSION STATEMENT

“KASP exists to minimise the debilitating effects that childhood sexual abuse has on adult survivors.”

Equality of opportunity arises from KASP's commitment to working with equality and fairness for all adult survivors of childhood sexual abuse. Therefore everyone should be treated with respect and no one should be treated unfairly and less well than others within the organisation.

Statement of Policy

The aim of this policy is to communicate the commitment of the KASP management committee to the promotion of equality of opportunity within KASP.

It is our aim to provide employment equality to all. In particular, KASP is committed to promoting equal treatment irrespective of: gender, marital status, religious or political belief, race, colour, nationality, ethnic or national origins, age, sexual orientation, employment status, responsibilities for dependants, physical or mental disability, or offending background, or disadvantage by any condition which cannot be shown to be relevant to performance.

We are opposed to all forms of unfair and unlawful discrimination. All full-time and part-time paid and unpaid workers and job applicants (actual or potential) will be treated fairly and election for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

We recognise that the provision of equal opportunities in the work place is not only good management practice; it also makes sound business sense. Our equal opportunities policy will help all workers to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

We are committed to:

- preventing direct or indirect discrimination or victimisation;
- promoting equal opportunities for all

- promoting a good and harmonious working environment where all staff are treated with respect and dignity and in which no form of intimidation or harassment will be tolerated;
- fulfilling all legal obligations under the relevant legislation and associated codes of practice; and,
- taking any necessary positive or affirmative action.

Breaches of our equal opportunities policy and practice will be regarded as misconduct and could lead to disciplinary proceedings.

This policy is fully supported by KASP Management Committee and has been agreed through negotiation with staff.

Implementation

The Project Manager has specific responsibility for the effective implementation of this policy. Each committee member, manager and supervisor also has responsibilities and we expect all of our workers to abide by the policy and help create the equality environment which is its objective.

In order to implement this policy we will ensure that:

- the policy is communicated to all workers, through induction training, management training, team briefings, display on notice boards, reference in staff handbooks, and other documents. Job applicants will be informed of the content of the equal opportunities policy;
- managers and supervisors are aware of their responsibilities through appropriate and regular training;
- an equal opportunities programme will be developed and will include a range of initiatives, indicating where appropriate positive or affirmative action.
- all those involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory recruitment and selection techniques;
- an information system will be established to assist the effective implementation of this policy and the guidelines will be drafted for assessing the provision of equality of opportunity; and,
- adequate resources are made available to fulfill the aims of this policy.

Affirmative Action

Where appropriate, lawful positive action measures such as special encouragement in advertisements or special training will be developed. These measures are available in certain circumstances, for example where there is an under-representation of a particular group in specific areas of work.

Monitoring and review

The provision of equality of opportunity between women and men will be monitored through the collection and analyses of statistical data on the sex, marital status, ethnic origin, disability and full or part-time status of workers and job applicants.

Progress on the implementation of this policy and any equal opportunities and affirmative action programmes will be reviewed annually in consultation with staff

representatives. A joint employer/worker working group will be established for this purpose.

Complaints

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures. A copy of these procedures is available from KASP Project Manager. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

These internal procedures do not replace or detract from the right of workers to pursue complaints under any relevant employment, discrimination or other relevant legislation. In fact, workers should take independent advice on the timing of any tribunal application when considering a complaint under this policy;

Every effort will be made to ensure that workers making complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly, and confidentially. A finding of victimisation by a worker will result in disciplinary action and may warrant dismissal.