



Equality Policy

The Cave Co-operative Ltd
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Vision

Our organisation firmly believes that all people have the right to be treated with dignity and respect. We aim to develop and promote a culture where all individuals receive fair and equal treatment in all aspects of employment. We further recognise the benefits of a diverse workforce and understand that equal opportunity does not mean treating everyone the same but valuing and adapting to people's differences.

Aims

- Provide services that are accessible according to need.
- Promote equality of opportunity & diversity in volunteering, employment and development.
- Create effective partnerships with all parts of our community.

Objectives

- Ensuring compliance with legislation.
- Implementing our action plan.
- Encouraging the development of all employees and volunteers.
- Ensuring staff, volunteers and trustees are representative of the community served.
- Monitoring and evaluating this policy.

Implementing & Promoting the policy

- This policy is part of the induction for all employees and volunteers.
- Ensure that the action plan is reviewed regularly and targets maintained.
- To hold a team building or leadership day in conjunction with local projects.
- To have regular equality and diversity workshops promoting awareness.
- Encourage wider participation in celebrating festivals and special days.
- To regularly review recruitment procedures.
- To work with the local community to ensure a representative workforce.

Targets

- Carry out staff appraisals twice yearly.
- Get staff involvement in themed days.
- Monitor visitor input.
- An annual training day to focus on diversity issues.
- Encourage participation in community projects.
- Ensure a full range of biscuits are provided within the office to account for all tastes, even people who prefer an inferior milk chocolate brand.

Recruitment Procedures

- Compile detailed job descriptions for every vacancy.

Responsibilities and complaints procedure

Any complaints or breaches of the complaints procedure should be reported to:

- Liz Crisp – Co-Director

All complaints and breaches of procedure will be dealt with within 2 weeks of a reported 'incident'.

Breaches in policy should be reported to the relevant policy manager:

- Health & safety - Vera Hale, Co-Director.

- Environmental policy - Liz Crisp, Co-Director.
- Quality policy - Vera Hale, Co-Director.
- Equality policy - Liz Crisp, Co-director.

Monitoring and Improvement

Equality and diversity will be included as a standing item on all the agendas of board meetings and will be reviewed in all recruitment procedures regularly. The whole policy will be reviewed annually.

Legal Obligations

Our organisation is aware that there is legislation in place to protect individuals against direct and indirect discrimination, bullying, harassment or victimisation because of gender, race, disability, sexual orientation, religion, belief or age.

The legislation includes:

- Race Relations Act 1976, 2000 Amendment and 2003 Amendment Regulations
- Sex Discrimination Act 1975, 1986 Amendment, Employment Equality (Sex Discrimination) Regulations 2005 and Gender Equality Duty 2007
- Employment Equality (Sexual Orientation) Regulations 2003, Equality Act (Sexual Orientation) Regulations 2007
- Sex Discrimination (Gender Reassignment) Regulations and Gender Recognition Act 2004
- Disability Discrimination Acts 1995 and 2005 and the Disability Equality Duty 2006
- Employment Equality (Religion or Belief) Regulations 2003 and the Equality Act 2006
- Employment Equality (Age) Regulations 2006
- Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- Rehabilitation of Offenders Act 1974.