

# CALNE BAPTIST CHURCH

## Equal Opportunities Policy

### 1 Statement of Equal Opportunities Employment Policy

The Church is committed to the promotion of equality of opportunity in all fields of its activity in accordance with this Policy Statement.

### 2 Definitions

2.1 'Protected Characteristic' refers to sex, sexual orientation, colour, race, nationality or ethnic or national origins, marriage and civil partnership, pregnancy and maternity, disability, age, gender reassignment or religion or belief.

2.2 'Direct Discrimination' is where a person is treated less favourably than others are, or would be, for a reason related to one or more of the 'Protected Characteristics'.

2.3 'Indirect Discrimination' occurs where an individual is subject to a provision, criterion or practice which one protected group finds more difficult to comply with than another (even though on the fact of it the provision is neutral)

### 3 The Church's Policy Statement

The Church is an equal opportunities employer and will seek to ensure that:

3.1 every job applicant and employee has the right not be treated less favourably as a result of one or more Protected Characteristics except:

3.1.1 in relation to religious belief where being a Christian or complying with a requirement related to religious belief is an occupational requirement having regard to the ethos of the Church and the nature of the employment or the context in which it is carried out;

3.2 persons already employed will be made aware of the provisions of this policy;

3.3 the application of any recruitment, training and promotion policies will be made on the basis of fair and objective criteria and based solely on job requirements and the individual's ability and fitness for that work;

3.4 all persons responsible for the selection, management and promotion of employees will be given information and/or training to enable them to minimise the risk of discrimination;

3.5 appropriate training will be provided to enable employees to perform their jobs effectively and uphold the commitment to equality of opportunity;

3.6 encouragement is given to all employees to take advantage of opportunities for training;

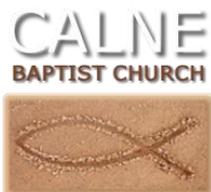
3.7 any age limits imposed for entry to training will be objectively justified as a proportionate means of achieving a legitimate aim and will not unnecessarily exclude certain groups of employees;

3.8 recruitment, literature and advertisements will not imply that there is a preference for one group of applicants as against another unless there is an occupational requirement which will be clearly stated and the application of that requirement is a proportionate means of achieving a legitimate aim;

3.9 the most effective ways will be employed to bring job vacancies to the attention of potentially disadvantaged groups;

3.10 applicants for posts will be given clear, accurate and sufficient information through advertisement, job descriptions and interviews, to enable them to assess their own suitability for a post;

3.11 the requirements of job applicants and existing members of staff who have or have had a disability will be reviewed to ensure that reasonable adjustments are made to enable them to enter into or remain in employment with



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3.12 employment policies and procedures are kept under review, in appropriate cases by formal monitoring routines, to ensure that they do not operate against the church's Policy Statement;

3.13 where it appears that the church's Policy Statement is not being observed the circumstances will be investigated to see if there are any policies or criteria which exclude or discourage employees and, if so, whether these policies and criteria are justifiable;

3.14 appropriate action is taken where necessary to redress the effects of any action, policy or criteria which are found to have unjustifiably limited the observance of the church's Policy Statement;

3.15 particular care is taken to deal with any complaints of unlawful discrimination and harassment on the grounds of a Protected Characteristic;

3.16 a criminal record is not in itself a bar to being appointed to any post. Only relevant offences will be taken into account when appointing to a post where a Criminal Records Bureau check is required.

3.17 the requirements of job applicants and existing members of staff who have or have had a disability will be reviewed to ensure that reasonable adjustments are made to enable them to enter into or remain in employment with us. Promotion opportunities, benefits and facilities of employment will not be unreasonably limited and every reasonable effort will be made to ensure that disabled staff participate fully in the workplace.

### Implementation and Monitoring

The Charity Trustees are responsible for the oversight of this policy and its implementation, having particular regard to the requirements in clauses 3.12 to 3.15 to monitor the procedures that implement the policy, to investigate possible deviations from the policy, and to take appropriate remedial action where necessary.

The Charity Trustees will review the policy and its implementation annually, normally in January, and will report to the Annual General Meeting (or another Church Meeting if more appropriate) on any issues that have arisen in implementing the policy, and also seek ratification of any changes to the policy and procedures.

### Calne Baptist Ethos Statement

The ethos of Calne Baptist Church is our motivation for all our work – it is the reason why we do what we do. It is to work together to extend Jesus' model of the Kingdom of God on earth by living out a lifestyle of love, truth, justice, mercy and forgiveness, according to his teaching. We are inspired by his message, life and example through which God's unconditional love for all people is expressed.

While this ethos is given life through our relationships, our relationships – the way we work together and behave with one another – are a demonstration and authentication of our ethos. It is through these relationships, with each other and those whom we seek to serve, that we practise our ethos.

Our ethos or motivation, and therefore our relationships, are rooted in our faith in Jesus Christ and in his love, which compels us to serve others, putting their needs first. When we work together it is this faith which directs and influences both our internal relationships as well as our work with those whom the church is seeking to serve.

In this way the church operates on the understanding that our activities are simply an outworking of our faith; that our 'doing' derives directly from our 'being'. There is an essential and indissoluble link between the inner and the outer, the private life and the public face of Calne Baptist Church. The link between who we are and what we do cannot be broken.