

1.0 Trust Statement

1.1 LCET seeks to provide services on a fair and equitable basis, taking into account only the needs of those with whom we work. No person we work with will be treated less favourably than any other person on the grounds of race, colour, nationality, ethnic origin, gender, disability, sexual orientation, educational status or religion.

1.3 LCET will seek to employ staff representing all sections of the community it serves, provided individuals are able
1.4 LCET will always welcome appropriate individuals from minority groups among its Board of Trustees and employees and as interns and volunteers.

2.0 Legislation

2.1 LCET will meet its legal obligations under all current and future applicable legislation including

Disability Discrimination Act 1995 & 2005

Crime and Disorder Act 1998

Police and Criminal Evidence Act 1984

Equal Pay Act 1984

Protection from Harassment Act 1997

Rehabilitation of Offenders Act 1974

Race Relations Act 1976 and Race Relations (Amendment) 2000

Human Rights Act 1998

Sex Discrimination Act 1975 & 2008

Data Protection Act 1998

Local Government Act 2000

Civil Partnership Act 2004

Gender Recognition Act 2004

Employment Equality (Religion and Belief) Regulations 2003

Employment Equality (Sexual Discrimination) Regulations 2005,

Employment Equality (Age) Regulations 2006

Age Discrimination Act 2006

Equality Act 2006

Racial & Religious Hatred Act 2006

Equality Act (Sexual Orientation) Regulations 2007

3.0 Recruitment Procedure

3.1 LCET will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality or ethnic origin, gender, disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

3.2 LCET will consider, seek and use the most effective ways of bringing job vacancies to the attention of persons who may otherwise be disadvantaged (e.g. advertising in ethnic minorities press, notifying particular job centres).

3.3 All job applicants and employees will be asked to complete a form denoting their gender, race and any disabilities. LCET undertakes that this form will not be made available to anyone involved in recruitment and selection of staff and is for the purpose of monitoring the effectiveness of its equal opportunities policy only.

4.0 Implementation

4.1 Implementation of this policy is the duty and responsibility of all LCET employees and the Board of Trustees.

4.1 An Equal Opportunities Officer will be appointed within the organisation to oversee this policy and review the effectiveness of its implementation.

4.3 A copy of the policy will be made available to every member of the Board of Trustees, employee and volunteer, and a copy also given to each job applicant.

4.4 It is the intention of LCET that no individual or organisation connected with its activities shall hinder the positive implementation of this policy.

4.5 Any employee or volunteer may use the grievance procedure to complain about discriminatory conduct.

4.6 No individual will be penalised for raising such a grievance unless it is proved to be untrue and made in bad faith. Any complaints will be fully investigated in accordance with the procedures as laid out in our terms and conditions.

4.5 Any discrimination or harassment proven to have taken place will be regarded as gross misconduct for the purposes of disciplinary procedures.

4.6 LCET will require a commitment to equal opportunities on the part of any other agencies, both statutory and voluntary, with which LCET works in partnership.

5.0 Monitoring

5.1 To check that our equal opportunities policy is being followed, and to review any changes in legislation or good practice, we will review our policies and procedures every twelve months.

Last review of this policy: 04 09