



HCF Equal Opportunities Policy

Holme Christian Fellowship (HCF) is committed to the promotion of equality of opportunity in all fields of its activity in accordance with this Policy Statement.

- 'Personal Status' refers to sex, colour, race, nationality or ethnic or national origins, marital status, disability, age or religious belief.
- 'Discrimination' is where a person is treated less favourably than another not on the merits of the case but on grounds of 'Personal Status'

HCF's Policy is to be an equal opportunities employer and will seek to ensure that:

- Every applicant for a job and every employee shall be given equal opportunity whatever their Personal Status except in relation to religious belief where being a Christian or complying with a requirement related to religious belief is a genuine occupational requirement having regard to the ethos of Holme Christian Fellowship and the nature of the employment or the context in which it is carried out;
- Persons already employed will be made aware of the provisions of this policy;
- The application of any recruitment, training and promotion policies will be solely on the basis of job requirements and the individual's ability and fitness for that work;
- If necessary, 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;
- Appropriate training will be provided to enable employees to perform their jobs effectively;
- Encouragement is given to all employees to take advantage of opportunities for training;
- Age limits for entry to training are not such as unnecessarily to exclude certain groups of employees;
- Recruitment, literature and advertisements will not imply that there is a preference for one group of applicants as against another unless there is a genuine occupational requirement which will be clearly stated;
- The most effective ways will be employed to bring job vacancies to the attention of potentially disadvantaged groups;
- 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;
- Employment policies and procedures are kept under review, in appropriate cases by formal monitoring routines, to ensure that they do not operate against HCF's Policy Statements.
- Where it appears that HCF's Policy Statements are 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;
- 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 HCF's Policy Statements;
- Particular care is taken to deal with any complaints of unlawful discrimination and harassment; (See the Complaints Policy)
- 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 Disclosure and Barring Service check is required.

Approved by the Trustees of Holme Christian Fellowship