

Equal opportunities policy

Rural Enterprises CIC

- The Rural Enterprises CIC is committed to achieving equal opportunities in employment and the services it provides. No user of the premises, its employees, volunteers or job applicants should receive less favourable treatment because of:- sex, colour, ethnic origin, age, race, disability, religion, sexual orientation, marital status, or any other
- It is the responsibility of all staff, volunteers and service users to ensure that no other service user, volunteer or employee receives less favourable treatment than any other.
- The directors have overall responsibility for the effective operation of this policy. However, all employees, volunteers and service users have a duty as part of their involvement in the café to do everything they can to ensure that the policy works in practice.
- The directors will review this policy every three years.
- The directors will bring to the attention of all employees, job applicants, volunteers and service users the existence of this policy, and will provide such training as is necessary to ensure that the policy is effective and that everyone is aware of it. Reference to the policy should be included in contract documents with outside agencies.
- If any customer, partner, volunteer or employee feels that they have been, or are being discriminated against, in any way, they are entitled to pursue the matter with either:
 - the manager in the case of other staff, volunteers and partners
 - or the directors
- All instances or complaints of discriminatory behaviour will be treated seriously.
- Complaints or allegations of an unfounded or malicious nature will also be treated as serious and may involve using the disciplinary procedure.
- The directors will ensure that as part of the recruitment process job descriptions, person specifications and application forms reflect only the requirements of the job and do not imply sex or other stereotyping. The recruitment process will be fair and open to all with the criteria for selection being to find the best person for the job and to further the aims of Rural

Enterprises CIC by recruiting young people and people with particular needs from the estate.

- Subject to the requirements of doing their job, employees will be encouraged to go on courses relevant to their present job or personal development. Training courses will be totally accessible to all whenever possible.
- The Rural Enterprises CIC will ensure that, as far as possible, our premises are accessible to people with any disability.
- Staff, volunteers, directors and partners will avoid and challenge the use of language which, in any way, may offend any person.
- No member of staff, volunteer or customer should be subject to sexual harassment. If it has been made clear to the person concerned that their behaviour is unwelcome and they persist with it, then the service user, volunteer or employee who is the recipient of the behaviour will be entitled to make a formal complaint.

Signed *Heather Wilson* date 3.11 23.Director

Signed *Deborah Barton* date 3.11 23.Director

To be reviewed annually – Last review date 3rd November 2023