



EQUAL OPPORTUNITIES POLICY

Introduction

SNAPS recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the organisation's position on equal opportunity in all aspects of employment and 'employment-like positions', including recruitment and promotion, as well as working with volunteers and provides guidance and encouragement to employees at all levels to act fairly and prevent discrimination on the grounds of age, sexual orientation, sex, gender reassignment, disability as defined by the Equality Act of 2010, race, ethnic origins or racial identity, religion and belief, marriage and civil partnership, pregnancy and maternity or part-time and fixed term contract status. This includes in the provision of services to our clients.

Definitions of Discrimination

Discrimination can be direct or indirect. Both forms of discrimination must be avoided. Direct discrimination occurs when one person is treated less favourably than another on grounds relating to age, sexual orientation, sex, gender reassignment, disability as defined by the Equality Act of 2010, race, ethnic origins or racial identity, religion and belief, marriage and civil partnership, pregnancy and maternity or part-time and fixed term contract status.

Indirect discrimination occurs where a requirement is imposed which can be complied with by a smaller proportion of persons of a particular age, sexual orientation, sex, gender reassignment, disability as defined by the Equality Act of 2010, race, ethnic origins or racial identity, religion and belief, marriage and civil partnership, pregnancy and maternity or part-time and fixed term contract status, than persons in another group and which is not objectively justifiable in the given situation. Examples might include:

- seeking job applications only from persons under 27 years of age and with five years' post-graduate experience,
- demanding technical qualifications for a job which are not strictly necessary,
- sending only full-time employees on training courses.

Statement of Policy

It is the policy of SNAPS to ensure that no job applicant, employee/volunteer or client receives less favourable treatment on the grounds of age, sexual orientation, sex, gender reassignment, disability as defined by the Equality Act



of 2010, race, ethnic origins or racial identity, religion and belief, marriage and civil partnership, pregnancy and maternity or part-time and fixed term contract status, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment/volunteering, and in the provision of services to clients.

The organisation recognises that adhering to the Equal Opportunities Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisation's and employees' best interests. SNAPS recognises the great benefits in having a diverse workforce with different backgrounds, solely employed/volunteering on ability. All employees/volunteers of the organisation will be made aware of the provisions of this policy.

Recruitment and Promotion

Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of age, sexual orientation, sex, gender reassignment, disability as defined by the Equality Act of 2010, race, ethnic origins or racial identity, religion and belief, marriage and civil partnership, pregnancy and maternity or part-time and fixed term contract status.

Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.

All vacancies will be circulated internally.

All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.

All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

Our commitment to the principles of the Modern Slavery Act 2015



SNAPS is committed to the principles of the Modern Slavery Act 2015 and the abolition of modern slavery and human trafficking.

As an equal opportunities employer, we are committed to creating and ensuring a non-discriminatory and respectful working environment for our employees. We want all our employees to feel confident that they can expose wrongdoing without any risk to themselves.

Our recruitment and people management processes are designed to ensure that all prospective employees are legally entitled to work in the UK and to safeguard employees from any abuse or coercion.

The risk of modern slavery being part of SNAPS' recruitment process is low as we employee and pay individuals directly, we have committed to be a real living wage employer, and we have a fair and open recruitment process.

We do not enter into business with any organisation, in the UK or abroad, which knowingly supports or is found to be involved in slavery, servitude and forced or compulsory labour.

Employment and Volunteering

SNAPS will not discriminate on the basis of age, sexual orientation, sex, gender reassignment, disability as defined by the Equality Act of 2010, race, ethnic origins or racial identity, religion and belief, marriage and civil partnership, pregnancy and maternity or part-time and fixed term contract status in the allocation of duties between employees/volunteers employed at any level with comparable job descriptions.

SNAPS will put in place any reasonable measures and/or adjustments within the recruitment process for any potential employees/volunteers needing extra support.

SNAPS will put in place any reasonable measures and/or adjustments within the workplace for those employees/volunteers who become disabled during employment or for disabled appointees.

All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

Training

Employees, contractors, volunteers and Trustees will be provided with appropriate training regardless of age, sexual orientation, sex, gender



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reassignment, disability as defined by the Equality Act of 2010, race, ethnic origins or racial identity, religion and belief, marriage and civil partnership, pregnancy and maternity or part-time and fixed term contract status. All employees will be encouraged to discuss their career prospects and training needs with the Chief Executive.

Monitoring

It is the responsibility of the Chief Executive to ensure that all aspects of this policy are kept under review and are operated throughout the organisation. Where it appears that applicants / employees / volunteers are not being offered equal opportunities, circumstances will be investigated to identify any policies or criteria which exclude or discourage certain employees/volunteers and, if so, whether these are justifiable.

Grievances and Victimisation

SNAPS emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the organisation's Complaints procedure.

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