



Mearns Kirk Helping Hands **Equal Opportunities Policy**

Introduction

The responsibility for ensuring equality and diversity among potential and actual users of the services we provide, volunteers, and paid staff members rests ultimately with the Mearns Kirk Helping Hands Board of Trustees. However, volunteers, and paid staff are responsible for its implementation and monitoring on a day-to-day basis. The Project Manager is responsible for reporting on its operation to the Board of Trustees.

Statement of Intent

Mearns Kirk Helping Hands (MKHH) recognises that certain individuals and groups are discriminated against on grounds of disability, race, ethnic origin, culture, socio-economic background, gender, sexuality, religion, creed, marital status and age. MKHH is committed to working towards eliminating all forms of discrimination both through its own work and through its employment policies and practices.

Recognising that passive policies will not achieve change, MKHH will, through regular monitoring of policies and practice, take active steps to combat discrimination.

The Policy

Service Provision

Those using our services must have easy access to information about MKHH which may involve making materials available in a variety of media, e.g. in large print or electronically. All our printed materials will be in a minimum of 12pt type. It is also recognised that MKHH will not be able to meet all the demands made upon its services. There will be a drawn up and publicly available list of priorities for MKHH which will be reviewed at least annually.

Additionally, it is recognised that there may from time to time be complaints against volunteers, members of staff or a service. A copy of our Complaints Process is displayed on our notice board, is included in our volunteer handbook



and is readily available to anyone accessing our service; copies are available in both hard copy or electronically.

Recruitment and Selection

Mearns Kirk Helping Hands aims to receive the widest response to recruitment of volunteers, paid staff and Board of Trustee members. All vacancies will be publicised widely to attempt to reflect the aim of reaching all sections of society. Information sent to potential applicants will include a volunteer role profile, or a job description and a person specification in the case of paid employment, along with a copy of this Policy. It will be standard practice to supply information in large print when requested - this will be noted in advertisements.

Terms and Conditions

Mearns Kirk Helping Hands will endeavour to ensure that volunteers, paid staff and Board of Trustee members are not discriminated against through the terms and conditions under which they are have been engaged. Furthermore, MKHH recognises that from time to time family and social circumstances may change and that as a result of this volunteers or paid staff may need to change their conditions/ hours/ duties. MKHH will always try, where circumstances and resources permit, to accommodate the needs of those volunteers and staff.

Support

Volunteers and paid staff are entitled to support via a line management system. Volunteers who request this, and all paid staff, will receive regular supervision from a named line manager.

Training

Mearns Kirk Helping Hands recognises that training is an important factor in volunteer and paid staff achievement, satisfaction and opportunity. Induction training is particularly important and will be made available to all volunteers, paid staff and Board of Trustee members. Where other needs are identified, every effort will be made to ensure that training is provided.



Purchasing

Mearns Kirk Helping Hands will try to ensure that the goods and services it offers are accessible to all groups. It will not knowingly receive or purchase goods and services from agencies which practise discrimination.

Monitoring

Regular monitoring and reviews of all procedures will take place to check the effectiveness of The Mearns Kirk Helping Hands Equal Opportunity Policy. The Project Manager will be required to report to the Board of Trustees *annually* and recommend such amendments as are needed to ensure that the Equal Opportunity Policy is effective at all levels of the organisation.

January 2018