# Equal Opportunities Policy

## Purpose

ClearVision believes staff and users have the right to be treated equally and with respect, and have the responsibility to treat others equally and with respect. We expect all staff, trustees, volunteers and contractors to behave in accordance with this.

## The Policy

It is ClearVision’s policy as an employer and as a service provider to treat all people equally irrespective of gender, disability, ethnicity, faith, age, sexual orientation or other protected characteristic. Our equal opportunities policy applies to our governance, service delivery, employment and volunteering practices.

The success or otherwise of our equal opportunities policy will be regularly reviewed.

ClearVision’s staff and trustees are committed to the promotion of equal opportunity in its employment practice and services.We support UK legislation and policy-making designed to tackle discrimination based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. ClearVision is opposed to behaviour, attitudes and actions which discriminate directly, indirectly, harass or victimise individuals or communities.

We reserve the right to discontinue contractual and supplier agreements with organisations or individuals found to be in breach of our Equal Opportunities Policy.

Staffhave individual responsibility to observe the Equal Opportunities Policy, Equal Opportunities Act 2010 and any other relevant legislation. It is a disciplinary offence for any member of staff to obstruct or be in breach of the Policy. Any grievance on the part of a member of staff will be dealt with in accordance with ClearVision’s Disciplinary and Grievance Procedures.

ClearVision aims to be an Equal Opportunities employer by action in the following areas:

### Employment

* Attaining a diverse workforce and volunteer poolwhich is representative of the areas it is drawn from and the beneficiaries it serves, wherever practical.
* Increasing staff awareness and understanding of equal opportunities.
* Ensuring staff input is encouraged and responded to at all levels of planning and delivery of services.
* Ensuring transparency of policy and procedures and access to information.
* Ensuring all staff can give their best, where discrimination, bullying, harassment and victimisation will not be tolerated, and where decisions are based on merit (apart from limited exceptions allowed under the Equality Act).
* Regarding breaches of the equal opportunities policy as misconduct, and dealing with these through the organisation’s disciplinary and grievance procedure.

### Recruitment and selection

* Ensuring job descriptions and person specifications exist for all posts and are available to all staff.
* Reviewing employment practices and procedures when necessary to ensure fairness, and to take account of changes in the law.
* Under normal circumstances, advertising all job vacancies internally, including those for fixed-term contracts of three months or more.
* ClearVision will usually advertise its employment opportunities through a range of media
* ClearVision will under normal circumstances pay particular attention in drawing up job descriptions, person specifications and advertisements to encourage a diverse range of applicants to apply
* ClearVision will advertise posts suitable for job-sharing as such.
* Ensuring that interviews will always be carried out by at least two persons, usually the Director and trustees.

### Service provision

We believe that ClearVision has a role to play as a library in promoting equal opportunities. None of the books in the ClearVision library should encourage or condone any form of unfair discrimination; books featuring role models of all ages, genders, sexes, races, beliefs and backgrounds should form a significant part of library stock, as well as books featuring people with differing disabilities and abilities.

Every effort should be made to ensure that the ClearVision library provides a service to everyone and anyone who needs it. We will do this by:

* Ensuring accessibility of premises as far as is feasible
* Ensuring equal access to service, within the bounds of our deed of charitable trust (governing document)
* Transparency of policy and procedures and access to information.