

Chinese Information & Advice Centre Equal Opportunities Policy Statement

Chinese Information and Advice Centre is committed to effective implementation of its equal opportunities policy in recruitment of staff and in service delivery.

CIAC has adopted the following equal opportunities statement:

CIAC recognises that discrimination occurs at all levels in society, against individuals and groups. CIAC is committed to being an equal opportunities employer and service provider. The aim of this policy is to ensure that no job applicant, employee or service user receives less favourable treatment by virtue of their race, colour, nationality, national or ethnic origin, sex, marital status, sexual orientation, family responsibilities, disability, age, trade union activities, religious belief or employment status.

Recruitment

Applications will be considered solely on the basis of each applicant's suitability for the post(s) irrespective of their race, colour, nationality, national or ethnic origin, sex, marital status, sexual orientation, family responsibilities, age, trade union activities, religious belief or employment status. A disability may be taken into account when making recruitment decisions but only where this is justified. Where CIAC is aware that a candidate has a disability, reasonable adjustments will be made to the arrangements for interview/selection so as not to disadvantage that candidate. CIAC will discuss the implications of any disability with the candidate and consider any reasonable adjustments to the working environment or working arrangements prior to a final decision on recruitment being taken.

Selection criteria and procedures will be kept under review to ensure that individuals are selected and treated on the basis of their relevant merits and abilities.

Where there are several candidates who can fulfil the essential requirements, selection will be based on the number of desirable criteria each candidate can, or has the potential to, meet.

If any candidate has any reason to believe that their application for appointment with the Chinese Information and Advice Centre has not been fairly considered, they should write promptly to the Chair of the Board of Trustees and the matter will be fully investigated.

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CIAC accepts that discrimination can take a number of different forms:

- **direct discrimination** occurs when someone is treated less favourably than another for a discriminatory reason. For example, it will be directly discriminatory to refuse to employ someone who has the required skills because they are black or married.
- **indirect discrimination** which takes place when a unjustifiable provision, requirement or practice is applied which has a disproportionate adverse impact on a particular group. For example, insisting on higher language standards than are necessary for safe and effective job performance could disqualify a higher proportion of some ethnic minority groups. Similarly, an unnecessary physical or age requirement could indirectly discriminate against one gender.
- **discrimination by victimisation** is also unlawful. For example, a person is victimised if she/he is treated less favourably because it is suspected or known that she/he has raised a discrimination complaint in good faith or assisted another in doing so (e.g. by giving evidence to an Employment Tribunal in support of a discrimination claim by a colleague).
- **discrimination by harassment** includes unwanted conduct which takes place with the purpose or effect either of violating a person's dignity or of creating a hostile working environment.– for example, making derogatory remarks or jokes about race, disability, gender etc.

The Policy

CIAC accepts that in society, groups and individuals suffer from different forms of discrimination. As part of CIAC's work, we are committed to opposing discrimination of all kinds. CIAC aims to make the working practices and policies of the organisation relevant and effective in meeting the needs of all groups and individuals who may experience discrimination.

We will seek to combat all direct and indirect discrimination in the provision of services and in our campaigning work. Notwithstanding the Centre's commitment to serving the needs of the most disadvantaged groups, no service user will be denied access to the resources of the Centre on the grounds of their race, colour, nationality, national or ethnic origin, sex, marital status, sexual orientation, family responsibilities, age, trade union activities, religious belief or employment status.

Provision of Services

1. As part of CIAC's work in influencing good service provision to the Chinese community we will encourage all service providers, whether voluntary or statutory, to adopt and implement a comprehensive equal opportunities policy.
2. We will collect information on good practice in service delivery and publicise it widely.
3. We will encourage member organisations to consider all aspects of equal opportunities when they are setting up local campaigns. In order to facilitate this we will offer practical help such as assisting in translation/interpretation work when necessary and provide examples of good practice from other local groups.
4. CIAC will undertake to publicise and highlight incidents of discrimination that local groups identify but do not have the resources to take up.
5. CIAC will ensure that all our publications, in terms of both text and illustrative materials, place proper emphasis on equal opportunities.
6. CIAC will ensure that discrimination faced by groups is featured in training presentations, written papers, conferences and workshop exercises.
7. CIAC will endeavour to increase public awareness by highlighting the implications for disadvantaged groups of central and local government policies and legislation.
8. Combating discrimination by harassment will be a central feature of our work.
9. We will actively seek to increase membership of CIAC from those organisations and individuals representing disadvantaged groups. Efforts will also be made to recruit members of these groups to the Management Committee.
10. As a condition of members of CIAC, all groups and individuals must declare support for the objectives outlined above.

Employment

Employment procedures and practices will be undertaken in accordance with the following and all other relevant legislation:

Equal Pay Act 1970

Rehabilitation of Offenders Act 1974

Sex Discrimination Act 1975

Race Relations Act 1976

Disability Discrimination Act 1995

Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000

Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002

- all vacancies will be internally and externally advertised as widely as possible.
- potential applicants will be made aware of CIAC's Equal Opportunities Policy, which may encourage them to apply with confidence that all applicants will be dealt with fairly on their merit.

- selection will be conducted as objectively as possible, through the use of job descriptions and person specifications
- all CIAC employees will be given the opportunity to attend relevant Equal Opportunities training courses.

This policy will be reviewed and monitored on a regular basis by CIAC's Board of Trustees in full consultation with the general membership.

February 2005

**Chinese Information & Advice Centre
Equal Opportunities Monitoring Form**

CONFIDENTIAL

In order to assist with monitoring the effectiveness of our Equal Opportunities policy, we ask all candidates to answer the following questions. This form will be separated from your application and will not be available to the interview panel.

Application for the post of

1. Where/how did you learn about this post?
2. Gender: Male/Female
3. Age:
4. Ethnic Group
 - i) Choose one section from a) to e).
 - ii) Then tick the box that best describes your cultural or ethnic background.
 - iii) If you tick the last box within any category, please detail your ethnicity in the space provided underneath.
 - a) White
 - British
 - Irish
 - Any other White background, please write in
 - b) Mixed
 - White and Black Caribbean
 - White and Black African
 - White and Asian
 - Any other Mixed background, please write in
 - c) Asian or Asian British
 - Indian
 - Pakistani
 - Bangladeshi
 - Any other Asian background, please write in
 - d) Black or Black British
 - Caribbean
 - African
 - Any other Black background, please write in
 - e) Chinese or other ethnic group
 - Chinese
 - Any other please write in
5. Are you a refugee or asylum seeker?

| |
|-------------------------|
| Refugee |
| Exceptional leave |
| Asylum seeker |
6. Do you consider yourself disabled? Yes/No

If yes, please give details:

Completed questionnaires will be kept confidential and will only be used by authorised members of CIAC for the purposes of monitoring the operation and effectiveness of our Equal Opportunities Policy. Thank you for completing this form.