

# Equal Opportunities Policy

Chieftain Fabrics recognises that in our society certain individuals and groups of people are denied equality of opportunity on the grounds of age, sex, sexual orientation, marital status, caring responsibilities, mental or physical health/disability, race, colour, nationality, ethnic/national origin), political or religious beliefs, economic status, criminal record, trade union activity, or a combination of any of these. We strive to eliminate all such forms of discrimination and to create a climate in which equal opportunities are promoted as a means of developing the full potential of everyone who is involved with our organisation. We do this by fulfilling our legal obligations and by taking positive action which goes beyond the requirements of the law, but by avoiding stereotyping and tokenism.

## 1. General principles

### 1.1 Scope

The purpose of this document is to provide guidance on all aspects of equal opportunities at Chieftain Fabrics. We are always seeking ways in which we can improve our record on equal opportunities.

### 1.2 Responsibility

The Chieftain Fabrics Managing Director is responsible for ensuring that the policy and the procedures in this document are implemented efficiently and effectively. All other staff are expected to facilitate this process.

### 1.3 Measures

These procedures list the measures that must be taken in order to fulfil the policy. They must be adhered to at all times. If they are breached, the appropriate procedures (e.g. complaints, grievance or disciplinary) may be used to resolve the problem and to make improvements. Anyone who chooses to take such action will not be penalised by the organisation or treated less favourably as a result.

## 2. Employment practice

### 2.1 General

Chieftain Fabrics aims to be an equal opportunities employer; optimising on available human resources and ensuring fairness to potential and actual employees.

### 2.2 Recruitment

Chieftain Fabrics staff are recruited and selected on objective criteria that test the relevant skills, knowledge, experience, qualifications and personal qualities necessary for posts. No applicants are placed at a disadvantage by requirements which are not genuine occupational qualifications, as this would constitute indirect discrimination. This does not preclude the setting of certain legitimate limits and exclusions, however. Examples are a retirement age of 65, banning those with a criminal record of abuse from working with vulnerable groups of people, not employing immigrants without work permits, etc. Job vacancies are advertised as widely as possible and make reference to the operation of an equal opportunities policy to which staff are expected to adhere.

## 3. The work of the organisation

### 3.1 Premises, facilities and equipment

Chieftain Fabrics strives to make the physical environment in which we operate as attractive and user-friendly as possible for everyone; volunteers, staff and visitors. This mainly involves the Chieftain Fabrics office, but also premises elsewhere used for any Chieftain Fabrics events and meetings. Healthy and safe conditions for everyone are of paramount.

## 4. Dealing with harassment

### 4.1 Our approach

Chieftain Fabrics is committed to social justice and equality and believes that everyone involved with the organisation has the right to freedom from harassment, whether this is on the basis of disability, race, sex, sexual orientation or any other grounds. Chieftain Fabrics does not condone any harassment whatsoever, whether it is verbal, written, physical, sexual, to person or property, intentional or not. Any such harassment, abuse or victimisation will be dealt with severely and quickly, using the disciplinary procedure in the case of a member of staff and any other appropriate form of action with anyone else.

## 5. Monitoring and evaluation

### 5.1 Success of policy

Chieftain Fabrics monitors the success of its equal opportunities policy and procedures on a regular basis and seeks to make ongoing improvements. It also studies its other policies and procedures to see that they do not operate against this policy and can be improved in terms of equal opportunities. Chieftain Fabrics is always on the lookout for new ideas to improve the equal opportunities performance of the organisation.

### 5.2 Feedback

Constructive feedback on this document is always welcome. It must be given to the Chieftain Fabrics Management who will ensure that the management committee considers it.