



## South West Fed equal opportunities and discrimination policy

### Statement of policy

The aim of this policy is to ensure no member is discriminated against either directly or indirectly.

The board has overall responsibility for ensuring that this policy is implemented in accordance with the appropriate statutory requirements, and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

The board will ensure that the policy is circulated to any agencies involved in board recruitment and a copy of the policy will be made available on our website, circulated to all board members and made known to all candidates for the board.

The policy will be communicated to any contractors reminding them of their responsibilities towards equal opportunities.

The board will maintain a neutral working environment in which no member feels under threat or intimidated.

Discrimination is unacceptable and breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action and removal from the board.

### Recruitment and selection

The board will endeavour to ensure that board members, when making selection and recruitment decisions, will not discriminate, whether consciously or unconsciously, in making these decisions. Training and guidance will be provided to support this ambition.

Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.

Board role descriptions, where used, will be in line with this equal opportunity policy. Role requirements will be reflected accurately in any personnel specifications.

The board will adopt a consistent, non-discriminatory approach to the advertising of vacancies.



The board will not confine its recruitment to areas or media sources that provide only, or mainly, applicants of a particular group.

All applicants who apply for roles on the board will receive fair treatment and will be considered solely on their ability to fulfil the role.

All board members involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the role requirements and do not discriminate.

Short listing and interviewing will be carried out by more than one person where possible.

Interview questions will be related to the requirements of the role and will not be of a discriminatory nature.

The board will not disqualify any applicant because they are unable to complete an application form unassisted, unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the role.

Selection decisions will not be influenced by any perceived prejudices of other board members.

## **Training**

Board members will receive training in the application of this policy as part of their induction, to ensure that they are aware of its contents and provisions.

All training will be in line with this policy.

## **Monitoring**

The board will maintain and review the application forms submitted by candidates in order to monitor the progress of this policy.

Monitoring may involve:

■ the collection and classification of information regarding Age, Disability, Gender Reassignment, Marriage and Civil Partnership (applies only to someone who actually personally has this characteristic), Pregnancy and Maternity, Race (including ethnic origin, colour, citizenship, nationality, and national origin), Religion or Belief, Sex, Sexual Orientation;

■ the examination by Age, Disability, Gender Reassignment, Marriage and Civil Partnership (applies only to someone who actually personally has this characteristic),



Pregnancy and Maternity, Race (including ethnic origin, colour, citizenship, nationality, and national origin), Religion or Belief, Sex, Sexual Orientation;

■ recording recruitment, training and application paperwork of all board members, the decisions reached and the reason for those decisions.

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all candidates.