

# WheelPower

## Equal Opportunities Policy

## Introduction

The new Equality Act came into force in October 2010 and replaces all previous equality legislation in England, Scotland and Wales – namely the Race Relations Act 1976, the Disability Discrimination Act 1995, the Sex Discrimination Act, the Equal Pay Act, the Employment Equality (Age) Regulations 2006, The Civil Partnership Act 2004, the Employment Equality Regulations 2003 (religions and belief and sexual orientation).

The Equality Act 2010 protected characteristics are: Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief sex and sexual orientation.

WheelPower recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination.

WheelPower will seek to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public.

All employees and those who act on WheelPower's behalf are required to adhere to this policy when undertaking their duties or when representing WheelPower in any other guise.

Staff should read this policy in alongside the Staff Equal Opportunities & Diversity Policy.

## Your Entitlements & Responsibilities

### Unlawful Discrimination

Unlawful discrimination of any kind in the working environment will not be tolerated and WheelPower will take all necessary action to prevent its occurrence.

Specifically, WheelPower aims to ensure that no employee, job applicant, volunteer, organisation or user of our services is subject to unlawful discrimination, either directly or indirectly, on the grounds of gender, race (including colour, nationality and ethnic origin), disability, sexual orientation, marital status, part-time status, age, religion or belief. This commitment applies to all aspects of WheelPower's work.

Equal opportunities practice is developing constantly as social attitudes and legislation change. WheelPower will review all policies and implement necessary changes where these could improve equality of opportunity.

## Procedure

### Complaints of Discrimination

WheelPower will treat seriously all complaints of discrimination made by employees, clients, customers, suppliers, contractors or other third parties and will take action where appropriate.

If you believe that you have been discriminated against, you are encouraged to raise the matter as soon as possible with the Chief Executive or other senior employee.

Allegations regarding potential breaches of this policy will be treated in confidence and investigated thoroughly. If you make an allegation of discrimination, WheelPower is committed to ensuring that you are protected from victimisation, harassment or less favourable treatment. Any such incidents will be dealt with under WheelPower's Disciplinary Procedures.

### Investigating Accusations of Unlawful Discrimination

If you are accused of unlawful discrimination, WheelPower will investigate the matter fully.

During the course of the investigation, you will be given the opportunity to respond to the allegation and provide an explanation of your actions.

If the investigation concludes that the claim is false or malicious, the complainant may be subject to disciplinary action.

If the investigation concludes that your actions amount to unlawful discrimination, you will be subject to disciplinary action.

## Affirmative Action

Where appropriate, lawful positive action measures such as special encouragement in advertisements or special training will be developed. These measures are available to us in certain circumstances; for example where there is an under-representation of a particular group in specific areas of work.

## Monitoring

We will maintain and review the progress of this policy.

Monitoring may involve:

- The collection and classification of information regarding race in terms of all people using WheelPower's services
- Recording recruitment, training and promotional records of all Board Members, employees and volunteers

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 applicants and staff.