

Policy title	Equal Opportunities Statement	REF: ARCST005
Ownership	Operations Director	
Policy author	Quality Manager	
Version	2.2	
Date of Review	5/12/2023	
Next review date	1/12/2024	
Associated Documents:	Equality and Diversity Disciplinary procedure Complaints policy & procedure	
Applies to:	Directors, All staff & representatives	

Statement Aim

ARC is committed to a policy of equality of opportunity as an employer. ARC will ensure that no person should receive less favourable treatment on the basis of, nor suffer disadvantage harassment or discrimination by reason of:

1. Age
2. Disability
3. Gender Reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion or belief
8. Sex
9. Sexual Orientation

ARC believes that equality of opportunity is vital so that all employees and stakeholders have a fair and equal chance of developing their abilities and realising their expectations and to make full and effective use of their potential. It is ARC’s aim to create a working and learning environment free from discrimination and harassment based on respect, and to enable employees and stakeholders to successfully balance home and work commitments.

Scope

This policy covers all areas of employment and learning including: recruitment and selection, terms and conditions, promotion, transfer, training, appraisal and selection for redundancy. The Equal Opportunities Policy will be communicated to all stakeholders during their induction

Recruitment and Selection

ARC are committed to having a workforce that is representative of the community it serves at all levels of the organisation. We therefore welcome applications from all backgrounds and all sections of the community.

1. Job descriptions and associated conditions relate to the particular job, define the qualifications, experience and other skills required in the post, and only include those factors which are necessary and justifiable on objective criteria for the satisfactory performance of the job.
2. All applicants are treated equally and fairly throughout the recruitment and selection process.
3. All decisions are made in line with ARC’s equal opportunities and recruitment and selection decisions, are made on merit - in line with the job and skills requirements set for the vacancy.

Employment or In-Training:

And when you become employed or completing training, we aim to ensure:

1. A fair, transparent and equal chance in learning and development and terms and conditions of service.
2. A working environment that is free from discrimination, bullying, harassment and victimisation and where all complaints are promptly investigated and dealt with.
3. A working environment where a person’s identity and culture is valued and respected.



As an employer and training provider we are aware of our obligations under the Equality Act 2010 and are committed to offering support and making reasonable adjustments to allow full participation in the process. It is important that you let the Recruiting Manager know of any requirements. ARC will consider any reasonable adjustments. Examples include: changing the timing of interview, giving extra time for tests, providing equipment or assistance throughout the process e.g. a reader or scribe.

Complaints

Should an employee or stakeholder believe they have experienced harassment, bullying or discrimination then they may either attempt to resolve the matter informally or invoke the formal complaint procedure under ARC’s formal complaints procedure

Monitoring

ARC will monitor equal opportunities by collecting diversity data as appropriate to enable ARC to identify and address issues to provide equal opportunities for all, diversity data will be reported to the board periodically and be included in reports such as the annual report.

Signed		Dated	5/12/2023
Managing Director			
Signed		Dated	5/12/2023
Operations Director			