

EQUAL OPPORTUNITIES POLICY

Statement

Cumbria Community Foundation recognises that many people are disadvantaged as a result of their personal and/or social circumstances (which may include their gender, age, ethnic background, religious beliefs, physical ability, sexuality, economic circumstances and geographical location).

We strive to make our grant schemes available to the widest possible range of groups, and not to discriminate in employment matters, in our treatment of volunteers or in other service delivery.

CCF's grant making provides a positive contribution to addressing disadvantage in the County.

Grant Making and Fundraising

CCF will not discriminate against any individuals or groups of people in the provision of grants programmes. Disadvantaged individuals and groups will be encouraged to participate in activities and benefit from services, and this will be reflected in our provision of information. In particular:

- Publicity and promotion for events and services will be produced in a clear and easy-to-read format. Contact telephone numbers should be given for further verbal information. Consideration will be given to the appropriate coverage of publicity.
- Information and reports will be similarly clear. In some cases, consideration may be given to producing texts on tape.
- Venues for meetings and events will be accessible to all potential participants.
- Consideration should be given to both car parking (particularly for people of different abilities) and to accessibility by public transport.
- Evaluation forms for training sessions and events will be clear and easy to use, and will yield information from simple tick-boxes.

Employment

CCF is committed to developing and applying procedures and practices which do not discriminate on the grounds of sex or marriage, race, disability, age and which provide equality of opportunity for all job applicants and employees.

Definition of Discrimination

Direct Discrimination

Under the sex and race legislation direct discrimination means:

Treating a person less favourably than another, purely on the grounds of sex, race or gender reassignment. For example not offering a person a job because she is a woman, refusing to promote a person because he is black, or deliberately harassing a person because of his or her nationality.

Indirect Discrimination

In general terms, indirect discrimination means imposing a requirement or condition on everyone, but:

- *the proportion of one sex or people from one racial group that can comply with the rule is considerably smaller than the proportion of the other sex or people from another racial group that can comply with it; and*
- *an individual is disadvantaged because he or she cannot comply with the rule; and*
- *the rule cannot be shown to be justifiable irrespective of race or sex*

CCF will ensure that no job applicant or employee is disadvantaged by any conditions or requirements that cannot be shown to be justified. In particular:

- Selection criteria and procedures will be transparent and accountable and should ensure that individuals are selected, promoted and treated on the basis of their merits.
- Staff selection will follow the procedures set out in the CCF Staff Handbook. A job description and person specification will be produced for any new appointments, agreed by the Trustees, and candidates will be assessed against these.
- An optional equal opportunities monitoring sheet will be issued with application forms, and will form part of the annual monitoring procedure.
- Employment practices should pay attention to the needs of employees, who will be given fair and appropriate treatment and access to training. The CCF has a commitment to the training and development of staff and volunteers. Standard terms and conditions of employment are set out in the CCF Statement of Conditions of Service.
- Volunteers will be afforded similar levels of treatment as paid employees, particularly with regard to supervision and access to training.

Board of Trustees

Board composition should be representative of the local Community. This is achieved in part through the Articles of Association, which require Trustees to be drawn from the Foundation's key stakeholders who include the voluntary sector, donors, and individual and corporate members. Training will be available for all committee members to gain a greater awareness of the roles and responsibilities as committee members.

Monitoring

The work of CCF will be reviewed annually by a team of staff and committee members, with a view to ascertaining its effectiveness and achieving equality of opportunity. Progress will be assessed against feedback from service provision, from the job selection process and against standards set out in this policy. Any staff member who wishes to have access to his or her own personal file should make a request to the Director.