The King's Award for Voluntary Service

Newbury RDA
Newbury Riding for the Disabled
Charity Number: 1121113

Newbury RDA Equal Opportunities Policy

Newbury RDA is a Member of Riding for the Disabled Association Incorporating Carriage Driving (RDA UK). A Charity Registered in England & Wales (No. 244108) and Scotland (No. SC039476). A Registered Company Limited by Guarantee No. 5010395. Newbury RDA adopts the RDA UK Equal Opportunities Policy.

1. Equal Opportunities Policy Statement

1. RDA UK is an equal opportunity employer, committed to ensuring that the talents, skills and resources of all employees and volunteers recruited are fully utilised. RDA UK will not discriminate unfairly against any individual in matters of recruitment or selection for any position, promotion, development or training on the ground of perceived religious or belief, age, sex, sexual orientation, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin.

2. RDA UK wholeheartedly supports the principle of equal opportunities and opposes all forms of unlawful or unfair discrimination. RDA UK believes that it is in its best interests to consider the resources available throughout the community when employment and volunteering opportunities arise. Within the framework of the law RDA UK is committed to this end, wherever practicable, to achieve and maintain a workforce that broadly reflects the local community in which the association operates.

3. Every possible step will therefore be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, development, training, promotion and career management are based solely on objective and job-related criteria. Everyone is responsible for playing their part in achieving this policy's objectives.

2. Measures to Avoid Discrimination in Specific Areas

RDA UK intends to avoid any form of direct or indirect discrimination in the following:

a) **Recruitment and Selection**: RDA UK will aim to elicit the widest possible response when advertising vacancies. It will avoid using terminology that suggests that vacancies are open to persons of only one sex, race or particular marital status.

   (i) In the selection process RDA UK will aim to use criteria clearly identified as being directly related to vacancy available.

   (ii) When filling a vacancy, applications will be accepted from all groups in accordance with the protected characteristics of the Equality Act 2010 (as listed above in paragraph 1). The agencies used will also be made aware of RDA UK's commitment to provide equal opportunities for all groups in the community.

b) **Appraisal and Counselling**: RDA UK's appraisal and counselling processes are considered important and essential mechanisms in encouraging employee performance and development. Any employee or volunteer involved in carrying out appraisal and counselling should do so on a non-discriminatory basis.

c) **Training and Development**: Training and development are important in RDA UK's performance. All training and development programmes are designed on a non-discriminatory basis, as is the selection for those attending any training and development programme.

d) **Promotion**: RDA UK aims to promote an individual on the basis of their specific aptitude skills, knowledge and ability to perform a role effectively. Those involved in the selection process for promotion will ensure that it is based on criteria clearly identified as being directly related to both job and person specifications.

3. Equal Opportunities Training

RDA UK realises the importance of training in ensuring that the policy is implemented effectively on a day-to-day basis. This is identified in three areas:

a) To educate those involved in decision-making on selection for recruitment, promotion, training and development,

disciplinary offences, and for those who appraise or counsel employees. RDA UK will ensure that those people involved in such decisions are informed of the importance of being objective and of pursuing an equal opportunities approach. Those involved in selection will receive training that includes information on equal opportunity in those areas.

b) To educate everyone in the importance of equality in all matters.

c) To provide adequate induction training for all employees and volunteers to assist them in settling into the organisational culture and procedures as quickly as possible, RDA UK will aim to identify and provide for any special needs of an individual during this period.

4. Mechanism for Resolving Grievances

1. Any internal grievance relating to this policy may be addressed through RDA UK's complaints procedure. Anyone who believes that the spirit of this policy is not being implemented properly in any area may raise it, in the first instance, with the Group Chair.

2. Any external complaint relating to RDA's procedures will be directed to the Group Chair in the first instance. If the applicant is not satisfied with the outcome, they can escalate the issue per the RDA UK Complaints Policy.

5. Responsibility and Accountability

Everyone is responsible for ensuring that the equal opportunity policy is implemented, and that the spirit of the policy is adopted throughout the organisation. The Group Chair is responsible for monitoring and evaluating the effectiveness of the equal opportunity policy and for making recommendations and investigations where appropriate.