



YUMI (York Unifying and Multicultural Initiative) Equal Opportunities and Diversity Policy

General Statement of Intent

1. YUMI recognises that people with different backgrounds, skills, attitudes and experiences bring fresh ideas and perceptions.
2. This policy seeks to value and look at these differences and make our services relevant and approachable for everyone. We aim to draw on the widest range of views and experiences to meet the changing needs of our users, staff, volunteers, partners and supporters. Although the policy refers primarily to staff and volunteers, it applies to everyone who works for YUMI.
3. YUMI believes in equality of opportunity and values all individuals whatever the collective identity.
4. YUMI believes that everyone has a right to employment and services that are free from direct or indirect discrimination on grounds of race, colour, caste, ethnic or national origin, religion, political affiliation, social class, employment or financial status, sex, disability, marital status, HIV/AIDS status, language, gender reassignment, sexual orientation, age or non-relevant criminal conviction.
5. YUMI is committed to providing an environment free of stereotyped and oppressive beliefs and practices. We seek to promote diversity and respond to the needs of all individuals fairly and equally. We work to reduce unfair discrimination in society and seek to eliminate such practices in the organisation.
6. A copy of this policy is on the YUMI website (www.yumiyork.org) and each member of staff will need to read it.

Policy into Practice: responsibilities and arrangements

Management Committee

The Management Committee, as employer, has overall and final responsibility for ensuring that YUMI meets its responsibilities in relation to the Race Relations Act (1976), Sex Discrimination Act (1975-85), Equal Pay Act (1970), Disability Discrimination Act (1995), Rehabilitation of Offenders Act (1974) and all relevant legislation that has been brought in following these. The Management Committee will ensure that YUMI continues to develop our commitment to diversity, going beyond merely what we have to do by law.

The Management Committee will review this policy annually.

Chair

The Chair has overall responsibility for ensuring that this policy is put into practice. The Chair will ensure that:

- employees receive the right information, resources and training to help them translate this policy into how we work as an organisation
- line managers know their responsibilities to their staff and volunteers in relation to equal opportunities and diversity
- arrangements are in place to check this policy

Projects Forum

The Projects Forum will:

- monitor the Equal Opportunities and Diversity Policy for existing staff and the recruitment of new staff/volunteers
- assess staff needs in relation to training to ensure a full training programme is planned, to make staff aware of their responsibilities and rights under this policy ensure that this policy is reflected throughout the organisation.

Recruitment and Selection **Reviewing vacancies**

As vacancies to paid/voluntary roles arise, those who are appointing must ensure the Job Description meets this Policy's requirements

Restrictions will not normally be placed on vacancies. Where restrictions apply there must be a strong reason. Applicants should be made aware that general life experience, voluntary and paid work are valued.

Advertising

All job vacancies will be advertised, widely available and distributed within the organisation and through external media.

Advertisements should make sure:

- nothing is unnecessary to the post which might exclude applicants from any particular section of the community
- flexible working arrangements and/or job share opportunities are stated if appropriate
- no artificial age barriers are introduced.
- they state that YUMI is working towards equal opportunities and values diversity
- they state the accessibility of the working environment for that post.

Short-listing and interviewing

Applicants will be considered equally. An appropriate application form should be used and each person should be assessed according to his/her personal ability to carry out the job. Assumptions must not be made about individual applicants, and application forms should not include questions which try to find out information (e.g a person's age or sex).

More than one person will carry out short-listing and interviewing.

Interview questions will not be prejudiced.

A record of the reasons for short-listing and appointment/non-appointment will be made.

Recruitment records will be kept for 1 year.

Age restrictions

Age limits must not be applied in a way that is artificial or unfair. Nothing in this policy can override any law. Where age restrictions are suggested managers must be able to show a strong reason for imposing this limit.

Career Development and the Provision of Training

YUMI will encourage further training of volunteers and employees, and support each person's costs as much as is financially possible

YUMI will encourage, where possible, people who want to return to work after a career break or manage both a family and career at the same time.

Cultural and religious needs

If there is a religious or cultural need which conflicts with work requirements managers will

- consider changing these requirements to meet the need
- try to balance the practical needs of the department with the cultural and religious needs of the person.

YUMI will ask for expert advice if necessary.

Disabled employees

YUMI will help employees who are disabled/become disabled to work in the organisation and where possible will help them with rehabilitation and retraining. The aim is to keep disabled staff employed, and will do its best to adjust working conditions if necessary, and support people to find more suitable work.

Harrassment

Harassment in any form is unacceptable.

Equal Opportunities and Diversity in Service Delivery

YUMI will aim to ensure

- its membership, goods and services can be accessed by everyone and reflect the needs of the various communities of people who may need them, especially under-represented groups
- its buildings and meeting venues are accessible to people with disabilities
- the needs of people and groups on low income using our services are taken into account

Consultation

YUMI aims to actively encourage the views of groups which experience discrimination so that we can improve everything we do: management practice, recruitment, employment, volunteer involvement, training and development, publicity / publications and access to resources.

General

To promote equality of access to our services, YUMI will ensure that our services are well publicised. Publicity will include statements about our commitment to diversity and equal opportunities.

YUMI's marketing/publicity will try to give information which is written clearly and does not have racist, ageist, disabling, homophobic, sexist images, language or attitudes or any other discriminatory practices.

YUMI aims to create strong cross-cultural communication which reflects the needs of different linguistic and cultural groups. We will provide information in a variety of ways to the best of our ability.