



**Urban Circle Newport  
Equal Opportunities Policy**

## **1. PURPOSE AND SCOPE**

Urban Circle Newport recognizes that discrimination is unacceptable and that it is in the interests of the employees and Urban Circle Newport to make full use of the talents and resources of all employees, and to provide an environment which will encourage good productive working relationships throughout the business.

The purpose of this policy is to ensure that all employees are given equal access to any employment opportunities within the business according to an individual's ability, free from any arbitrary or unjustified considerations. To this end the aim of Urban Circle Newport is to ensure that no employee or job applicant receives less favourable treatment on the grounds of sex, marital status, disability, race, colour, nationality, ethnic origin, religion or religious/philosophical belief, sexual orientation or age or any other criteria that cannot be shown to be justifiable. This basic principle applies to all aspects to employment, selection, promotion, and training.

## **2. IMPLEMENTATION AND EFFECTIVENESS OF THIS POLICY**

2.1 The responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Chair of the organization. Line managers shall ensure that they and their staff operate within the policy and that all reasonable and practical steps are taken to avoid discrimination. The Chair of the Organization will monitor the effectiveness of this policy on an on-going basis.

### **2.2 Manage Responsibility**

Each line manager will ensure that:-

- All staff are aware of the policy and the arrangements, and the reasons for the policy
- Grievances concerning discrimination are dealt with properly, fairly and as quickly as possible

### **2.3 Staff Responsibility**

Whilst the responsibility for ensuring that there is no unlawful discrimination rests with the management, the attitudes of staff are crucial to the successful operation of fair employment practices. Therefore, all staff are expected to:-

- Comply with this Policy
- Not discriminate in day to day activities or include others to do so
- Not victimize, harass or intimidate other staff or groups on the grounds specified in the policy statement
- Inform the line manager of any discriminatory practice or of any concerns about the policy or its implementation



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2.4 Failure to comply with the equal opportunities policy by any member of staff will be considered a disciplinary matter and will be dealt with in accordance with Urban Circle Newport Disciplinary Procedure.

### 3 DEFINITIONS

3.1 Where discrimination against any person or group is referred to it shall be deemed to be potential discrimination within any of the categories listed in the policy statement. This will also include discrimination on the grounds of age, sexual orientation, religion or religious/philosophical beliefs. The following types of discrimination are covered by a law:-

3.2 **Direct Discrimination** – occurs when a person or a group is treated less favourably than others. *(An example is if you were refused promotion on the grounds of your sex, colour or marital status)*

3.3 **Indirect Discrimination** – occurs when a provision, criterion or practice is imposed which, although applied equally to all individuals or groups, is such that it has a detrimental effect on considerably larger proportions of one particular group than another and an Employer cannot show it as being justifiable or, as in the case of Race Discrimination, put persons of a racial or ethnic origin at a particular disadvantage compared with other persons. *(An example would be a dress policy which prevents women wearing trousers which affects women of a particular race or religion; or an age limit for new recruits may include many women who have taken career breaks as a result of family commitments)*

3.4 **Harassment** – occurs when someone's actions or words, based for example, upon racial grounds, are unwelcome and violate another person's dignity or create an environment that is intimidating, hostile, degrading, humiliating or offensive. Such behaviour can range from extreme forms such as violence or bullying to less obvious actions like practical jokes and ridiculing colleagues or subordinates.

Conduct becomes harassment if it persists after the recipient has made clear that it is regarded as offensive. However a single offensive act can amount to harassment if it is so serious to be obviously offensive towards the recipient.

The Dignity at Work Policy provides full details of the sort of conduct that may be unlawful harassment.

3.5 **Victimisation** – occurs when a person is treated less favourably than others because he or she has taken action against an Employer under the antidiscrimination legislation or has supported a colleague in doing so.

3.6 **Positive Action** – Is permitted by law and allows your Employer to take action to encourage under-represented groups to come forward, for example, in job applications. However, positive action can only be applied in encouraging applicants



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to apply and not in terms of the final recruitment decision. This will be done solely on the basis of merit.

### **4. RIGHTS OF DISABLED PEOPLE**

Urban Circle Newport attaches particular importance to the needs of disabled people are under the terms of this policy, Urban Circle Newport will:-

- Make reasonable adjustments to maintain the services of an employee who becomes disabled
- Include disabled people equally in training and development programmes
- Ensure equal access to the benefits of employment
- Give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments to ensure applicants are not disadvantaged because of disability

### **5. RECRUITMENT**

5.1 Employer will take steps to ensure that applications are attracted from both sexes, all races and from disabled people and will ensure that there are equal opportunities in all stages of the recruitment process.

5.2 Where appropriate, staff responsible for recruitment will receive training in equal opportunities and guidance will be available to all staff.

5.3 Job advertisements wherever placed will include the following statement:-  
'This Employer welcomes applications from all sections of the community irrespective of race, sex, sexual orientation, disability, religion or age';

### **6. PROMOTION**

Urban Circle Newport will take steps to ensure that promotion opportunities are available equally to all employees based on their ability and without reference to the employee's sex, sexual orientation, race, disability, religion or age.

### **7. TRAINING**

Urban Circle Newport will take steps to ensure that training opportunities are available equally to all employees without reference to the employee's sex, sexual orientation, race, disability, religion or age.

### **8. APPRAISALS**

Urban Circle Newport will take steps to ensure that there is no discrimination in the way in which appraisals are carried out. Where appropriate, the staff responsible for appraisals will receive training in equal opportunities. Urban Circle Newport are not unlawfully discriminatory.

## **9. BENEFITS**

All employees will have equal access to all benefits and facilities regardless of the employee's sex, sexual orientation, race, disability, religion or age.

## **10. MONITORING AND REVIEW**

This policy will be monitored by Urban Circle Newport to judge its effectiveness. Monitoring will include areas such as the age, ethnic and sexual composition of its existing staff and of its existing staff and of applicants for jobs and the number of disabled people within these groups. Urban Circle Newport will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, these will be implemented.

## **11. DISCIPLINARY AND GRIEVANCE PROCEDURES**

11.1 Urban Circle Newport will treat seriously and take action when any employee has a grievance as a result of discrimination or harassment on any of the categories listed in this policy (sex, sexual orientation, race, religious/philosophical, disability, age grounds etc)

11.2 There is a separate Dignity at Work Policy for dealing with all aspects of bullying and harassment.

11.3 Where an employee has a complaint or is concerned that this policy has been breached they can raise the matter informally and on a strictly confidential basis with the line manager as an alternative to raising the matter in accordance with the normal grievance procedure. Your line manager will consider the problem and revert to the employee within three working days.

11.4 In the event that the informal approach does not solve the problem, the employee may then raise a formal grievance in accordance with the grievance procedure.

11.5 Employees raising a complaint under this procedure will in no way be subject to discrimination of any form by the Employer as a result of the complaint.

Amended November 2017 and 2018

This policy will be reviewed before 1<sup>st</sup> April 2025.



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Signed: Loren Henry

A handwritten signature in black ink that reads 'L. Henry'. The signature is written in a cursive style with a large, sweeping flourish at the end of the word 'Henry'.

Date: 01 April 2024