



EQUAL OPPORTUNITIES

Federation of Enfield Community Associations

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7. Service Provision

FECA recognises that positive measures need to be taken to make services relevant and accessible.

FECA will provide resources to make its services accessible, including:

Ensuring that all premises we use are accessible for all, including people with a disability.

Making any necessary arrangements for interpreters, signers etc. in partnership with the Tenant Involvement Unit.

We will advertise this service to encourage demand. We will try in partnership with the Tenant Involvement Unit to accommodate special communication needs.

Childcare cost will be reimbursed for management committee members on FECA business.

Special efforts will be made and resources made available to encourage participation from under-represented groups, especially young people, people from ethnic minorities and all traditionally excluded groups.

FECA will encourage all its members to adopt an Equal Opportunities Policy of their own. Equal Opportunities Training for staff, management committee members, and volunteers will be promoted and offered.

All members of staff will be offered the right to attend an Equal Opportunities Induction/training during their service.

5. Grievance and Disciplinary Procedures

Failure to comply with the Equal Opportunities Policy will lead to disciplinary action as set out in the FECA Code of Conduct, and Grievance and Disciplinary procedures.

Any employee who feels that they have been subject to prejudice or discrimination covered by the policy has the right to invoke the FECA grievance procedures.

3. Management Committee

The Management Committee of FECA is ultimately responsible for the implementation of Equal Opportunities in the organisation. It is their responsibility to make sure this policy is put into practice.

The Management Committee will take positive action to recruit people from under represented groups and will monitor the progress it has made in reflecting Enfield's diverse population.

The Management Committee will set up mechanisms to provide support to FECA workers, committee members and volunteers to confront prejudice if and where they arise.

The Committee will work to make this policy more effective.

6. Management Committee Training

FECA recognises volunteer training and development as a key factor in the implementation of this Equal Opportunities Policy.

All members of the Management Committee have the right to receive Equal Opportunities Induction/training during their period of service. Attendance of other equality training whenever available is recommended to ensure that all FECA Management Committee members have up-to-date knowledge of current Equality issues.

Equal Opportunities Policy

For members affiliated to or representing the Federation of Enfield Community Associations

1. Statement of Intent

The Federation (FECA) recognises and values the diverse range of people living in our community and will take action against any form of discrimination. FECA accept that Injustices in our society exist and need to be addressed.

FECA will take positive action against all discrimination in our area of concern. We aim to ensure that no job applicant, staff member, volunteer, organisation or individual we provide services to will be discriminated against by us. We will also promote equal opportunities among our member groups and service providers on estates. We will challenge any form of discrimination we encounter.

We will actively oppose all discrimination on grounds of:-

Age, caring responsibilities, class, colour, disability, employment status, ethnic origin, gender, marital status, nationality, race, religion, or sexual orientation.

The implementation of this Equal Opportunities policy will be a core element of FECA's work.

2. Anti-Racism Statement of Intent

In combating racism FECA will:

Challenge racism and racist practices in our own organisation and in that of our member associations as well as the community as a whole.

Create an atmosphere built upon mutual trust and respect where racism will not be tolerated to engender a feeling where anybody is safe whatever their ethnic origin.

Offer all staff members, management committee members and volunteers are offered Anti-Racism and Equal Opportunities training.

Encourage its staff members, management committee members and volunteers to think at all times about our own organisation to propose changes to any structures that may inadvertently be racist.

To take necessary action against anyone within FECA, staff, management committee member or volunteer who makes racist statements, jokes and/or remarks.

To expel from FECA membership (after thorough investigation) any of our member associations who support racist statements, jokes and/or remarks at their meetings.

Promote Anti-Racism Training with member associations to enable them to challenge racism at their meetings effectively.

Offer support and advice in partnership with the local authority to our member associations to help them consult with ethnic minority communities on their estates.

Employment and Personnel

FECA expects to achieve the full potential of all its members of staff and will offer them any support and development they need.

3. Recruitment and Selection

Before advertising any job vacancy a full job description and personnel specification will be drawn up. These will identify the requirements of the job and the qualities and skills which are essential and those which are desirable. The specification, the application form, and the job advertisement will be reviewed to ensure that they do not include unidentifiable or non-essential qualifications or experience.

All vacancies be advertised and we will specifically target publications aimed at communities that are underrepresented in the work force. Advertisements and details sent out to job applicants will include the following statement:

"FECA is striving to be an Equal Opportunities employer and welcomes applications from all sections of the community".

All job applicants will be asked to complete an equal opportunities monitoring form.

Members of any short listing/interview panel will be drawn from FECA Management Committee members, Tenant Involvement Unit staff and shall have the power, to co-opt further members. They will all have received training in equal opportunities and recruitment and selection processes.

All candidates interviewed will be given written to advising that they were unsuccessful at the interview and will be offered feedback.

Anyone who considers that they have been discriminated against in the recruitment and selection procedure will have the right of appeal to the FECA Management Committee.

4. Staff Training

FECA recognises staff training and development as a key factor in the implementation of and effective Equal Opportunities Policy.