

# People

# First

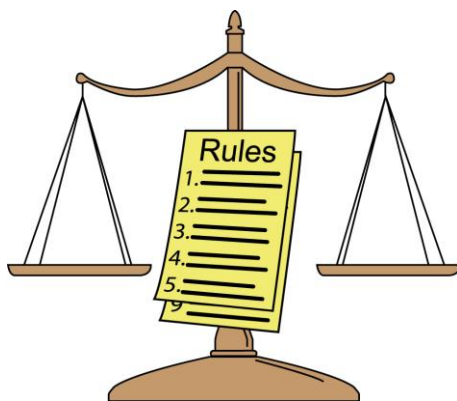
a voice for people with learning difficulties



## Equal Opportunities Policy Statement

<b>Title of Policy</b>	Equal Opportunities Policy
<b>Date of Policy</b>	February 2018
<b>Scope of Policy</b>	This policy applies to all People First staff. It also applies to anyone working on behalf of People First Self Advocacy. It applies to all activities.
<b>Purpose of Policy</b>	To explain our commitment to equality of opportunity in employment, with the aims of ensuring that all employees and job applicants are treated fairly and equally. We aim to provide a working environment that is free from all forms of discrimination.
<b>Date to review</b>	October 2021

## 1. Statement of intent (telling you what we will do)



- 1.1 People First supports equal opportunities for all people and is against the labelling of anyone which leads to them being treated unfairly.
- 1.2 Discrimination against disabled people, women, black people and other ethnic minorities, lesbian, transgender and gay men, older people and younger people is found everywhere in society, is often not recognised, and makes people feel powerless.
- 1.3 To promote equal opportunities and tackle discrimination is a huge task. People First seek to do this by positive action policies (*do what our rules say we do*) aimed at including people in the organisation who have often been excluded by society.



Resources will be used to enable people from disadvantaged groups to become involved in all organisations' activities, whether as staff, management committee members or volunteers.

*(We will try to make things fully accessible to everyone by providing things like support computers, accessible documents, and other aids)*

1.4 People First understands the term "disabled people" to include people with physical, sensory (*deaf, mute or blind*), learning or emotional impairments, including young people labelled as having "special needs."

1.5 The Management Committee and staff are jointly responsible for carrying out this policy. Progress will be monitored by the Director and Chair, with support.

## 2. What is Discrimination?



**Direct Discrimination** is treating one person less favourably (*treating someone badly*), just because they are a member of a national, racial or ethnic minority group, a woman, a lesbian, a gay man, a transsexual or because they are disabled. For example an employer refusing to employ someone who has the skills for the job because they are deaf or because they are pregnant.



**Indirect Discrimination** is where there is a requirement (*rule*) which seems to apply equally to everyone but which in practice can be met by far more people from one group than another (*for example a pointless physical requirement can discriminate against a disabled person*).



**Abuse and or Harassment** of people or groups of people because they are a member of a national, racial or ethnic minority group, woman, lesbian, a gay man or because they are disabled.



**Discrimination by Victimisation:** this is when a person is treated unfairly because he or she has fought against discrimination, or it is thought that they will do so.



**Implementation** (*How to get something done*) Policies (*rules*) alone are not enough to fight discrimination and will positively seek to ensure that groups and individuals referred to in this Equal Opportunities Policy (E.O.P) are not disadvantaged (*left out*) in the make-up of the Management Committee, in the provision of services or in the recruitment of workers or volunteers for posts in the organisation.





*(We believe that rules on their own are not enough to fight unfairness and will make sure that the management committee will have people from all communities on it)*

### 3. Management committee and membership



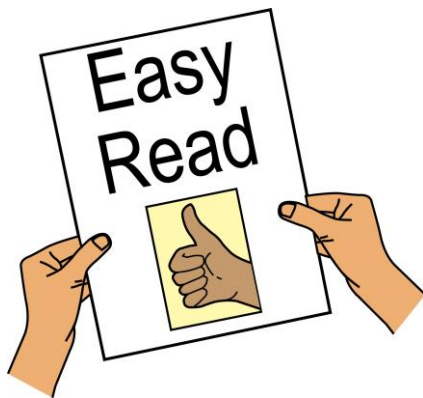
#### 3.1 Representation: People

First aims to include members of disadvantaged groups in both its membership and management committee to reflect the communities it serves.

#### 3.2 Training: Training and support are available to Management Committee members in:

- *Their role on the Board*
- *Giving presentations*
- *Recruiting staff*
- *Representing the organisation (going to other committees on behalf of People First).*





**Meetings:** Management Committee meetings take place regularly.

These are made accessible by providing, if required:

- *Transport or transport costs*
- *Childcare costs*
- *Signers*
- *Management Committee minutes available on tape, in plain English and in picture and large text*
- *Meetings that are conducted in a participatory and accessible way with support available for staff and Management Committee members*
- *Meeting places that are physically accessible for all those participating (equal access for everyone)*
- *Any other support needed by individuals*

## 4. User Involvement



People First is a user-led organisation. Full membership is open to anyone with learning difficulties in the UK.

The Management Committee is elected from the membership and meets regularly.

People with learning difficulties manage the organisation. Support is available to the Management Committee.

A system is established to present complicated (*hard to understand*) information in an accessible way.

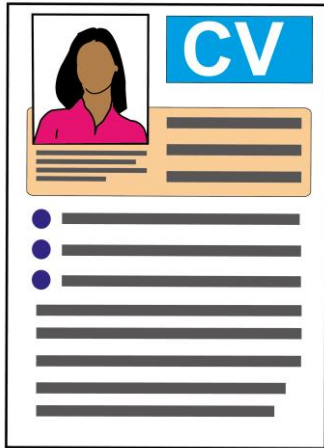
## 5. Staff and Volunteers



### 5.1 Staff

People First employ staff that have learning difficulties and staff that do not.





People First will ensure that staff appointments are made in accordance with policy (*that follow the rules*), which will be monitored (*checked from time to time to make sure it is being done*).

Only relevant factors are taken into account when selecting staff (*we will only think about information that is just to do with the job itself*). Members of interview panels will receive training in selection procedures.

All jobs whether temporary or permanent have written job descriptions setting out the work they do. All staff have contracts. Recruitment and working conditions are further outlined in the Personnel Policy.

## 5.2 Volunteers

Volunteers have agreements, guidelines and training if needed.

## 6. Activities and Services



All activities are user led and are currently:

- *Provision of information*
- *Newsletter*
- *Training – (self-advocacy etc.)*
- *Representation on committees, planning groups etc.*
- *Accessible information for the organisation and others*
- *Raising the profile of people with learning difficulties and links with the disability movement*
- *Presenting to professionals and people with learning difficulties*
- *Campaigning*

Activities are publicised via (people get to know about things by) the newsletter and publications list (magazines etc.) targeting people with learning difficulties.

## 7. Harassment



Any staff or committee member or other representative of the organisation, who displays attitudes contrary to this policy (*does anything that this policy says you cannot do*) to any member of the public, member of staff or any other person, whether by word, behaviour or other manner, shall be liable to disciplinary action (*will be given a warning or even sacked or asked to leave*).

This will be dealt with by the Chair and Management Committee Assistant.

## 8. Other Agencies



In hiring contractors or using other agencies the organisation will actively pursue its equal opportunities policy.