



**A. EQUAL OPPORTUNITY POLICY STATEMENT**

1. Leatherhead RDA is an equal opportunity employer, committed to ensuring that the talents, skills and resources of all employees and volunteers recruited are fully utilised. Leatherhead RDA 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 political affiliation, sex, marital status, disability, colour, race, ethnic or national origin.
2. Leatherhead RDA wholeheartedly supports the principle of equal opportunities and opposes all forms of unlawful or unfair discrimination. Leatherhead RDA 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 Leatherhead RDA is committed to this end, wherever practicable, to achieve and maintain a workforce that broadly reflects the local community in which the group 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.

**B. MEASURES TO AVOID DISCRIMINATION IN  
SPECIFIC AREAS**

1. Leatherhead RDA intends to avoid any form of direct or indirect discrimination in the following:
  - a. **Recruitment and Selection.** Leatherhead RDA 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.
    - a. In the selection process Leatherhead RDA will aim to use criteria clearly identified as being directly related to the vacancy available.
    - b. When filling a vacancy, applications will be accepted from all groups, irrespective of sex, marital status, disability, colour, creed, race, ethnic or national origin. The agencies used will also be made aware of Leatherhead RDA's commitment to provide equal opportunities for all groups in the community.
  - b. **Appraisal and Counselling.** Leatherhead RDA'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 is important in Leatherhead RDA'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.** Leatherhead RDA 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.

### **C. EQUAL OPPORTUNITIES TRAINING**

Leatherhead RDA 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. Leatherhead RDA 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, Leatherhead RDA will aim to identify and provide for any special needs of an individual during this period.

### **D. MECHANISM FOR RESOLVING GRIEVANCES**

- 1. 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 Leatherhead 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.

### **E. RESPONSIBILITY AND ACCOUNTABILITY**

Everyone is responsible for ensuring that the equal opportunity policy is implemented and 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.