

## Equality Opportunities Policy

### Our values

At The Portico Library, we believe that everyone should be treated equitably, inclusive of gender, gender identity, disability, ethnic origin, religion or belief, sexual orientation, marital or transgender status, pregnancy and maternity, age, or nationality. Our intention is to create a welcoming and inclusive Library, where good ideas thrive and people are valued.

We are committed to equal opportunities for all – our members, our visitors, our volunteers, our staff, our committee members and our directors.

In particular, The Portico Library seeks to be a fair and just employer. This applies not only to how we recruit staff, but also to how we view development opportunities within the organisation.

### Our commitments

We commit to promoting equal opportunities in our work in the following ways. We will:

- Treat all colleagues and employees equally, with fairness and courtesy, whether temporary, part-time or full-time.
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- Actively work to ensure that we do not unlawfully discriminate against any employee or potential employee because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation.
- Work to understand where conscious and unconscious biases may operate within our organisation and to actively ensure they do not influence the operation of the Library.
- Oppose and challenge all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.
- Confidentially monitor applicants for advertised roles in the Library regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in order that we might further understand who applies to work with us and who is successful at interview.

# THE PORTICO LIBRARY

- Train all employees about their rights and responsibilities under this Equal Opportunities Policy including the prevention of bullying, harassment, victimisation and unlawful discrimination.
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the Library's work activities. Such acts will be dealt with as misconduct under the Library's disciplinary procedures.
- Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the Library.
- Base decisions concerning staff on merit alone (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Monitor and annually review (by the Finance and Resources Committee and subsequently the Equity and Representation) the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in order that we might further understand the needs of our employees.
- Review employment practices and procedures regularly, to ensure fairness, and also update them and this policy to take account of changes in the law.

## **Revisiting this policy**

This Equal Opportunities Policy and standardised recruitment procedures are supported by the Board of Directors, senior management and members of staff at the Portico.

They were agreed in June 2021 and will be reviewed annually.

## **Related documents**

You may also want to refer to:

- Equal Opportunities Monitoring Form – a document we ask job applicants to complete to help us monitor our work