

SLOUGH TRANSLATION AND INTERPRETING SERVICE

EQUAL OPPORTUNITIES POLICY

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Office Hours:
Monday - Friday 8.45 a.m. - 4.45 p.m.

POLICY STATEMENT

Slough Translation & Interpreting Service is committed to the equality of opportunity for all its employees and service users.

We recognise that particular groups and individuals face discrimination on the grounds of their race, religion, nationality, ethnic origin, colour, class, age, gender, marital status, sexuality, disability, HIV status, trade union activities, political beliefs and unrelated criminal convictions.

We are committed to eliminating all forms of discrimination and to pro-actively ensuring that all people enjoy equal access in the fields of employment and service provision/delivery. We recognise that anti-discrimination legislation alone does not ensure equality and that a proactive approach is needed in order to progress equality of opportunity.

We recognise the importance of developing the potential of all our staff and volunteers and aim to achieve a work force and management structure which reflects the diversity of the local community.

Implementation and the effectiveness of the policy will be monitored and regular reviews will be undertaken through performance indicators.

All complaints of discrimination will be taken seriously and investigated by the Management.

SCOPE OF THE POLICY

This policy applies to:

1. All members of the Management
2. All paid staff and volunteers engaged by STAIS
3. All aspects of promotional, educational, casework and campaigning functions of STAIS as determined by the Management.

IMPLEMENTATION OF THE POLICY:

a) STAIS will ensure that:

- discussion and, where appropriate, in-service training will be undertaken for staff and volunteers to combat sexual and racial harassment at work.
- procedures and practices will reflect the cultural and religious needs of its employees and volunteers.
- it facilitates, as far as possible, special needs training as identified by the employee to combat his/her disability.
- appropriate equal opportunities and anti-racist training is provided for all staff and volunteers.
- as far as possible premises are suitably adapted to meet the needs of disabled employees, volunteers and client groups.

Employment / Service Provision procedure and practices will be undertaken strictly in accordance with the following and all other relevant legislation:

- Race Relations Act 1976
- Race Relations (Amendment) Act 2000
- Human Rights Act 2000
- Sex Discrimination Acts 1975 - 85
- Equal Pay Act 1970
- Employment Rights Act 1996
- Disabled Persons (Employment) Act 1944
- Rehabilitation of Offenders Act 1974
- Disabled Persons Act 1986
- Disability Discrimination Act 1995
- Education Act 1996
- NHS and community Care Act 1990

b) STAIS will monitor and keep under review its procedures and practices to assess the impact of the policy in the following areas:

- job descriptions / person specifications
- wording, presentation and media used for advertising job vacancies
- response to advertising
- short-listing from returned application forms
- interview assessments
- offers of employment
- acceptance of offers
- number of leavers and reasons for leaving
- Access to and up-take of training and further education opportunities amongst existing staff
- delivery of services such as Interpreting, mediation, advice and information.

c) To implement this equal opportunities policy STAIS accepts that it needs to promote and facilitate the following initiatives:

i) **Employment:** Training for all volunteers and staff involved in the selection and recruitment of staff, in the following areas:

- interview techniques
- codes of practice
- disciplinary and grievance procedures
- conditions of grant aid as laid down by the grant making agencies

ii) **Service Delivery:**

- appropriate training for all staff and volunteers.
- clear and meaningful information for client groups
- joint training with other service providers from the statutory and voluntary sectors.

REVIEW OF THE POLICY

1. STAIS will monitor and review the effectiveness of this policy on an annual basis.
2. The Director will present a report to the Management Committee on the effectiveness of the policy at least one month before the Annual General Meeting.
3. In light of the Director's report and any other formal feedback the Management Committee will draft the necessary changes to the policy.
4. The proposed changes will be put forward at the Annual General Meeting for approval.

Slough Translation & Interpreting Service is an autonomous, voluntary, non-profit making organisation managed by Slough Race Equality Council.

STAIS has been funded by

- **Slough Borough Council**
- **Berkshire Health Authority**
- **The Nai Roshni Partnership**