



CODE OF PRACTICE ON EQUAL OPPORTUNITIES MONITORING

1. Vision 21 Cyfle Cymru will ensure that records for all workers and applicants for work* are created and maintained in a form suitable for monitoring the implementation and progress of this code of practice. The information will be collected and used fairly, stored safely and not disclosed to anyone unlawfully.
2. Monitoring will involve:
 - a) the collection and classification of information about gender, ethnic origin, age, sexual orientation and different ability of all managers, workers and applicants for Management Committee membership and work.
 - b) The analysis by gender, ethnic origin age and disability of the distribution of workers, and the number and success rate of applicants for work over a period of time.
 - c) Recording recruitment and training records for all workers, the decisions reached and the reasons for the decisions.
3. The results of monitoring will be regularly reviewed to assess the effectiveness of the implementation of Vision 21 Cyfle Cymru Equal Opportunities Policy. If necessary, adjustments will be made to the policy to ensure that all workers and applicants for work are afforded equality of opportunity, and an analysis will be made of decisions about selection and training. In particular, the analysis will show whether there is evidence that particular groups:
 - a) do not apply for Board of Trustee membership or work, or that fewer than might be expected apply;
 - b) are not recruited or appointed at all, or are appointed in a significantly lower proportion than their rate of application;
 - c) are under-represented in the work force as a whole, in paid or voluntary employment, on the Board of Trustees or in training.
4. If evidence is found which suggests that the Equal Opportunities policy is ineffective, an investigation will be carried out and appropriate remedial action taken.
5. The Senior Management Team is responsible for ensuring that data is collected and analysed, and for submitting reports to the Board of Trustees.

**Throughout this code of practice 'applicants for work' is used to describe people who apply for advertised work or for voluntary work at Vision 21 Cyfle Cymru. It does not include people who submit unsolicited speculative applications for paid employment.*



EQUAL OPPORTUNITIES POLICY STATEMENT

To provide a range of services for people with learning difficulties and to monitor and evaluate such services regularly, to ensure that they are effective, appropriate and operate within Vision 21-Cyfle Cymru's Equal Opportunities Policy.

To ensure that the employment practices of Vision 21 Cyfle Cymru adhere to and reflect Vision 21 Cyfle Cymru's Equal Opportunities Policy and to monitor this regularly.

To undertake that any publication, communication or statement relating to Vision 21 Cyfle Cymru and its activities promotes equal opportunities and is in line with its Equal Opportunities Policy.

To discourage at all times the display of prejudice and/or discrimination within the organisation through education, action and disciplinary procedure. This policy underpins and informs all other relevant policy documents and all aspects of Vision 21 Cyfle Cymru's operation.

Vision 21 Cyfle Cymru is actively committed to following a policy of equality of opportunity in all of its action. We are committed to ensuring that no individual or group involved with Vision 21 Cyfle Cymru receives less favourable treatment on grounds of, for example, race, colour, nationality, cultural or ethnic origins, responsibility for dependants, marital status, income, disability, sexuality, age, gender, religion, class, HIV status or any grounds whatsoever, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. We believe that it is insufficient to merely state our intentions, but must take positive steps to ensure that the aims of the policy are achieved. All staff and Board of Trustee members involved in the organisation are required to be committed to the implementation of the policy and its progress.

We further recognise that the above list of groups is not exhaustive or comprehensive and may be open to change.



RECRUITMENT & SELECTION STATEMENT POLICY

Vision 21 Cyfle Cymru recognises its staff as being fundamental to its success. A strategic and professional approach to recruitment processes help enable Vision 21 Cyfle Cymru to attract and appoint staff with the necessary skills and attributes to fulfill its strategic aims, and support the organisations values.

Vision 21 is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity.

The policy has been designed to provide a framework, which promotes good practice, adopts a proactive approach to equality and diversity issues and fully supports Vision 21 Cyfle Cymru's core business.

Guidelines, which form the basis for the implementation of the policy, have been designed to maximise flexibility to meet the needs of Vision 21 Cyfle Cymru.