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Manna House (Cumbria): Registered Charity No. 1147785

Company Limited by Guarantee 8041498

Equal Opportunities Policy

It is Manna House's policy to treat job applicants, employees, volunteers, clients and trainees in the same way, regardless of their sexual orientation, gender, race, age, marital status, religious belief, ethnic origin or disability. Furthermore, Manna House will monitor the composition of the work force and volunteer group and introduce positive action if it appears that this policy is not fully effective.

PROCEDURE

Manna House is committed to its equal opportunities policy and all employees, trainees and volunteers are requested to co-operate with its efforts to ensure that the policy is implemented in full.

DISCIPLINE

Any employee, volunteer or trainee who harasses any other employee, volunteer, client or trainee on the grounds of sexual orientation, gender, race, age, religious belief, ethnic origin, marital status or disability will be subject to the Manna House's disciplinary procedure. In serious cases, such behaviour will be deemed to constitute gross misconduct and as such, will result in summary dismissal or a request to leave the team, in the absence of sufficient relevant mitigating circumstances.

DISABLED PEOPLE

Where a disabled person applies for any post but it is unclear whether the disability will prevent the individual undertaking the duties satisfactorily, the Chief Officer will consult with the local Job Centre with a view to making use of the Job Introduction Scheme which provides for the disabled.

Any employee, volunteer, trainee, client or job applicant who believes he or she has received less than favourable treatment on the grounds of sexual orientation, gender, religious belief, race, age, ethnic origin, marital status or disability, should use the Manna House's grievance procedure in the first instance.

This policy includes, but is not limited to, all Manna House activities; i.e., recruiting, hiring, wages, promotions, transfers, terminations, training, service delivery and associate facilities. Our employment practices and volunteering opportunities are based on job-related standards of education, talent, training, potential, and experience. Our services are intended for all.