



The Stephenson Centre, Ann Street, Kendal, Cumbria, LA9 6AA

Tel: 01539 725534

Email: [info@manna-house.org.uk](mailto:info@manna-house.org.uk)

Web site: [www.manna-house.org.uk](http://www.manna-house.org.uk)

Manna House (Cumbria): Registered Charity No. 1147785

Company Limited by Guarantee 08041948

## **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, responsibilities for dependents, physical/mental disability or offending background. Manna House is committed to the fair treatment of its staff, potential staff, volunteers or users of its services, regardless of the same. 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.

Manna House actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records

Manna House select all candidates for interview based on their skills, qualifications and experience.

Manna House ensures that all those in Manna House who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences flagged up by DBS.

At interview, or in a separate discussion, Manna House ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Manna House undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

### **DISCIPLINE**

Any employee, volunteer or trainee who harasses any other employee, volunteer, client or trainee on the grounds of sexual orientation, gender, race, age, marital status, religious belief, ethnic origin, responsibilities for dependents, physical/mental disability or offending background 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

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dismissal or a request to leave the team, in the absence of sufficient relevant mitigating circumstances.

### **DISABLED PEOPLE**

Where a person with a disability 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 Trustees and Peninsula, Manna House's HR consultants.

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, race, age, marital status, religious belief, ethnic origin, responsibilities for dependents, physical/mental disability or offending background, should use 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.