

Renewal Listening Service

SOP Reference: Equal Opportunity Policy	Date: June 2020
Author: Renewal Christian Centre main policy	Signature:
Date of next review: June 2021	

Statement

The objective of the Equal Opportunity Policy is to ensure that no employee, volunteer or client receives less favourable treatment.

All employees, volunteers and clients, whether part time, full time or temporary will be treated fairly and equally. To ensure that this policy is operating effectively (and for no other purpose) Renewal Listening Service will maintain records of employees, volunteers and clients racial origins, gender and disability. These are stored following GDPR guidelines on Renewal Office Suite.

Ongoing yearly monitoring and regular analysis of such records provide the basis for appropriate action to eliminate unlawful, direct and indirect discrimination and therefore promote equality of opportunity .

As Renewal Listening Service is part of the pastoral care structure at Renewal it is imagined that all Listeners will be partners of Renewal as part of the wider pastoral care team.

However, we would welcome applications to join the team from those who are suitably qualified but unable to come into partnership at Renewal. In this case a meeting with a Team Pastor from Renewal will ensure that all understand the policy and can operate within Renewal's values and ethos.

The Listening Service manager will be directly responsible for the effective operation of the equal opportunities policy within the Listening Service. A copy of the Equal Opportunities Policy is available from the Listening Service manager.

Our Commitment

The commitment to Equal Opportunities is good management practice therefore every employee, volunteer or client is entitled to an environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

Breaches of this policy will be regarded as misconduct and could lead to disciplinary procedures for employees, volunteers or clients which could lead to any of these categories of users to being refused access to the Listening Service.

Where necessary, employees, volunteers and clients will be able to check and correct their own record of these details. Otherwise, access to this personal information will be strictly restricted to authorized staff of the Renewal Centre, auditors from the BACP (British Association of Counsellors & Psychotherapists) and parties authorized by the Data Protection Act within Renewal management.