



**Zacchaeus 2000**

## ZACCHAEUS 2000 TRUST'S EQUAL OPPORTUNITIES POLICY

### STATEMENT OF INTENT

Zacchaeus 2000 Trust declares its intention not to discriminate against anyone on the grounds of race, sex, class, disability, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity, caring responsibilities, age, political belief, religion and belief or lack of it or trade union activity or the fact that they are a volunteer, a part-time worker or a fixed term employee.

We declare that we will take positive steps to promote equality in the following areas of:

- management
- recruitment and employment practices
- recruitment and use of volunteers
- service provision

To ensure that the Equal Opportunities Policy is implemented we have established the following:

- We will monitor and review the implementation of this policy annually or when there is a change in the law.
- All volunteers and staff will be given the opportunity for relevant training.
- It is the responsibility of the board of trustees to support and communicate the Equal Opportunities Policy. All employees must accept their personal responsibility to comply with the policy.
- All employees involved in the recruitment of new employees will be provided with training to ensure that they understand the policy and any relevant legal requirements. We will take appropriate disciplinary action towards any volunteer or employee who fails to follow this policy.
- We welcome complaints through our complaint procedure if we are found to have failed in upholding the values of equal opportunities.

### SERVICE DELIVERY

We will take the following measures to ensure the service provision meets the requirements set out in the statement of intent:

**Patrons:** The Most Revd & Right Hon the Lord Archbishop of Canterbury; Justin Welby ; The Duke of Richmond and Gordon; Victoria, Lady Getty; Sandi Toksvig; Sir Henry Brooke; Lady Antonia Fraser D.B.E.; Jeremy Paxman;

**Founding Patrons:** 1996–2000: The Most Revd and Rt Hon. Lord Runcie; 1996–2009: Sir John Mortimer CBE QC

**Directors:** Jan Luba QC (Chair); Maeve Sullivan (Vice Chair); The Revd Paul Nicolson ;Siobhan Garibaldi; Tony Goodfellow; Lizzie Cadbury; Natalie Foster; Rebecca Adams

The Zacchaeus 2000 Trust is a company limited by guarantee registered in England no. 05442501 with registered office 1st Floor Rear, 34 Grosvenor Gardens, London SW1W 0DH. Registered Charity No. 1110841

**Z2K**

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- Make available the statement of intent on our website.
- All volunteers and employees will be made aware of the conduct statement and will inform the Chief Executive of any breach of the statement.
- Publicise the service with an aim to reach the community that it serves.
- For clients with specific needs, we will work with specialist groups that support those needs.
- Carry out user satisfaction surveys at regular intervals, analyse the results and take any appropriate action as indicated.
- Do our best, within our abilities to be welcoming to and to meet the special requirements of all those who signed up to attend our training and of those who come to seek advice.
- If a client is unable to travel to the office and lives within the Greater London area, we are able to make arrangements to meet the client at a location convenient to them subject to reasonable travel costs and subject to approval from the Volunteer Co-ordinator & Caseworker and/or Chief Executive.
- Display our complaints procedure and encourage service users to comment on the services.
- Monitor the take up of service on a regular basis.
- Maintain a directory of referral agencies and their access details.
- Where appropriate we will make interpreters available including BSL interpreter

## **RECRUITMENT & SELECTION PROCEDURE**

The recruitment procedure is reviewed by the board of trustees to ensure the policy is effective and updated.

### **Recruitment of New Employees**

When a post falls vacant or a new post is to be advertised, a meeting will be arranged between the Chief Executive and the Chair of the Trustees to review the job description & person specification and to design the job advertisement. Where the vacant post is that of the Chief Executive, a sub-committee of the full board of trustees convened by the Chair will complete these tasks.

The meeting will also agree the panel for short-listing and interview.

### **Advertising Job Vacancies**

Once the wording for the advert has been agreed it will appear in the online recruitment sites such as Charity Jobs and will have regard to equal opportunities considerations.

### **Information form and Application Pack**

The information to be sent to all respondents includes the following:

- Covering Letter
- Job Description and terms & conditions
- Person Specification
- Equal Opportunities Policy
- Equal Opportunities Monitoring Form (which will be detached from the application)
- Travel/parking details

## **Shortlisting**

The shortlisting panel will ensure that all members are familiar with the process to be followed.

The panel will consider the application forms in relation to the person specification. The applicant should demonstrate that they meet all the essential requirements. Applicants will then be marked yes, no or possible.

All applicants marked yes by all panel members will be selected for interview, all applicants marked no by all panel members will be rejected and the panel will discuss the remainder. The final shortlist will then be agreed.

The panel will agree the format for the interviews and how each area of the person specification is to be assessed e.g. presentation, typing test, language skills. The successful applicants will be written to informing them of the time and format of the interview including the names of the panel members.

## **The Interview Process**

The panel members will have a pre-meeting and agree the format for the day, who will ask which question and in what order. This will remain the same for each candidate. Candidates will be asked easier questions first to give them the opportunity to warm up. Supplementary questions can be asked to clarify information. These must be open not leading questions i.e. *"could you tell us how you achieved that"* **not** *"did you mean...?"*. The panel will take notes against the questions on the interview sheet.

All candidates will be asked if they have special requirements which will require reasonable adjustments to be made.

All candidates will be given the opportunity to ask questions at the end of the interview. The candidate will be informed of when they can expect to hear the outcome of the interview.

## **Selection**

Before a final decision is made, the panel will hear from any external assessor or consider any tests that were used to assist in the selection process. The panel will then in order of interview, discuss each candidate's strengths and weaknesses against the person specification.

A decision will be made to appoint or re-advertise. If the panel decide to re-advertise the post previous candidates can reapply. Unsuccessful candidates will be offered the opportunity to receive feedback.

The successful candidate will be contacted to see if they wish to accept the offer and if so will be sent a letter informing them they have been successful subject to references. References will be taken up on the successful candidate and on receipt of satisfactory references, they will be sent a letter confirming their appointment.

If the successful candidate decides they do not wish to take up the post or the references are unsatisfactory the panel will consider whether to offer the post, subject to references, to any second place candidate or to re-advertise.

Any training and support required for the new employee will then be planned.

If the panel decide to re-advertise they will consider the process, including the advertisement, wording and where it was advertised, making recommendations on any amendments necessary and the post will be re-advertised.

### **Conditions of Service**

The conditions of service are set out separately in the staff manual.

### **Recruitment of Volunteers**

Potential volunteers will be given a copy of the equal opportunity policy with the volunteer agreement form and any volunteer interview will include a question about the applicants understanding of and commitment to equal opportunities. The applicant will be asked to complete a monitoring form which will identify their ethnic origin, gender and if they consider themselves to have a disability.

In the best interest of the service user, it is the charity's policy not to recruit former service users as volunteers until there has been a 3 months gap from when the service users' case has finished. This is so that the service user has had time to resolve any issues that arose from his/her case and ensures that the service user is volunteering willingly, and not from a sense of obligation.

Training will be given to volunteers to help ensure they achieve their potential.

All staff will be given a copy of this policy and the Chief Executive will ensure they understand the contents and how it is implemented.

### **MANAGEMENT**

We look for trustees with a broad range of background, experience and abilities including in particular those with experience in working with the community we serve. We actively look for representative from the community we serve. Recruitment notices for board of trustees members will be sent to relevant voluntary organisations and local press.

New trustees will receive training on this policy as part of their induction process.

### **MONITORING AND REVIEWING THE EQUAL OPPORTUNITIES POLICY**

The Chief Executive is responsible for the implementation and monitoring of the policy. The policy and its implementation will be monitored and reviewed annually by the board of Trustees and the Chief Executive. Where necessary the board of trustees will appoint a working group, consisting of management, staff and volunteers to deal with any issues.