



**LUNAR RACING**  
EDUCATION THROUGH MOTORSPORT

## **LUNAR**

### **Equal Opportunities Policy**

#### **Principles**

Lunar wholeheartedly supports the principle of equal opportunities in employment. We aim to encourage, value and manage diversity and we recognise that talent and potential are distributed across the population. Not only are there moral and social reasons for promoting equality of opportunity, it is in the best interest of this organisation to recruit and develop the best people for our jobs from as wide and diverse a pool of talent as possible. That diversity adds value.

Lunar recognises that many people in our society experience discrimination. Discrimination is acting unfairly against a group or individual through for example exclusion, verbal comment, denigration, harassment, victimisation, a failure to appreciate needs or the assumption of such needs without consultation.

Discrimination can be direct or indirect (where there is a requirement or condition on all, but which has an adverse impact on a particular group and cannot be justified).

All forms of discrimination are unacceptable, regardless of whether there was any intention to discriminate or not. Employees have a duty to co-operate with Lunar to ensure that this policy is effective in ensuring equal opportunities and in preventing discrimination. Employees should draw the attention of their manager to suspected discriminatory acts or practices or cases of bullying or harassment.

#### **Statement of Intent**

Lunar aims to create a culture that respects and values each others' differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.

We aim to remove any barriers, bias or discrimination that prevent individuals or groups from realising their potential and contributing fully to our organisation's performance and to develop an organisational culture that positively values diversity.

We are committed wherever practicable, to achieving and maintaining a workforce that broadly reflects the local community in which we operate.

Every possible step will be taken to ensure that individuals are treated fairly in all aspects of their employment at Lunar.

Our aim is that the workforce will be truly representative of all sections of society. Selection for employment or promotion or any other benefit will be on the basis of merit and ability only. Selection for training will be on the basis of job requirement only. Intimidation, harassment and bullying will not be tolerated and may lead to disciplinary action. Details of how harassment and bullying will be tackled are covered in Lunar's Bullying and Harassment Policy.

Lunar will challenge discrimination in its own policies. It aims to provide equality and fairness for all job applicants, employees whether part-time, full-time, fixed term or temporary, volunteers irrespective:

- Race (including colour, nationality, ethnic or national origins, or members of travelling communities)
- Gender (including gender re-assignment)
- Marital or civil partnership status
- Dependants
- Religious or political beliefs
- Disability
- Sexual orientation
- Age (or youth)
- Ability

(This is not an exhaustive list.)

Lunar is opposed to all forms of unlawful and unfair discrimination. All staff members, visitors and job applicants will be treated fairly and not be discriminated on any of the above grounds. All decisions relating to recruitment and selection, promotion, training or any other benefits will be made objectively and without unlawful discrimination.

Lunar recognises that the provision of equality of opportunity within the workplace is not only good management practice, but also makes sound business sense. Our Equal Opportunities Policy will help those who work for Lunar, and those who come into contact with it, to develop their full potential; the talents and resources of the staff members and visitors will be utilised fully to maximise the efficiency of Lunar to benefit those involved and the students.

This policy applies to all of those who come into contact with Lunar, either in a professional capacity or as members of the public. These include:

Staff

Students

Volunteers

Agencies, groups and schools that Lunar works with

Contract Workers

Job applicants and potential applicants

Clients/customers

Members of the General Public

## **Implementation**

The Centre Co-ordinator is responsible for the policy's day-to-day implementation. Consultation will take place with a staff working group on the implementation and development of this policy.

It is the responsibility of the Centre Co-ordinator to monitor effectiveness, and to review and develop the policy where necessary. Monitoring and review will take place annually.

Each employee, volunteer, consultant, trainer or facilitator is responsible for their own compliance with this policy. Breaches of the Equal Opportunities Policy will be regarded as misconduct and could lead to disciplinary action against employees, termination of contracts for services of consultants or trainers, or withdrawal of volunteer agreements.

Employees who feel they have been discriminated against should raise the matter with the Centre Co-ordinator. Initially the employee and manager should aim to resolve the matter informally. It may be that discriminatory action is unwitting and easily resolved once the problem is clear.

If they are dissatisfied with the outcome, the complaint is very serious, or their line manager is the cause of the complaint, the employee should raise the matter, in writing, as a formal grievance under Lunar's Grievance Procedure.

Lunar will ensure that all new employees and volunteers will receive induction on the policy as part of the Staff Induction Pack and consultants, trainers and facilitators will also be fully informed.

Appropriate training and guidance will be provided to develop equality and diversity. Adequate resources will be made available to fulfil the aims of this policy. The policy will be widely promoted, and copies will be freely available and displayed in Lunar's offices.

## **Promotion of the policy**

Lunar feel that it is important to ensure that this policy is public and available to all the staff, students, volunteers, potential recruits and clients/customers. For example:

- A copy will be given to each staff member.
- It will be made into a poster and displayed at work.
- It could be included in the annual report each year.
- Part of the policy could be included on all publicity leaflets produced by Lunar.

## **Why Equal Opportunity is important**

Lunar recognises that diversity within an organisation's workforce is of enormous advantage, ensuring that talent and potential is properly identified and developed. Equal opportunities and ensuring a diverse workforce is important for all employers. It isn't just important because there are laws about it but because it is of enormous benefit to Lunar. The benefits include:

- ensuring our workforce really does represent the community we serve,
- being able to attract and keep the very best staff,
- giving Lunar the edge over other employers in an increasingly diverse and competitive labour market,

- improving staff morale and productivity,
- avoiding losing good staff,
- avoiding under-using and under-valuing able staff,
- managing all staff better,
- helping to develop Best Practice.

### **Definitions of Discrimination**

**Direct Discrimination** is when you treat someone less favourably than others for unlawful means, for example not employing someone because of their gender or disability.

**Indirect Discrimination** is when an employer has a policy, practice or procedure that applies to everyone but might disadvantage a particular group, and which cannot be justified in relation to the job.

**Harassment** is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive working environment.

**Victimisation** is when you treat someone less favourably or discriminate against them because they have pursued or intend to pursue their rights relating to alleged discrimination.

**Positive discrimination** is unlawful.

**Positive action** to address imbalances in the workforce is allowed in particular circumstances. Examples would include setting equality targets (but *not* quotas which are unlawful); encouraging people from particular groups to apply where they are under-represented; training for promotion or skill training for employees from under-represented groups who show potential.

### **The main acts involved in Equal Opportunities are:**

- ***Race Relations Act 1976, 2000 Amendment and 2003 Amendment Regulations***

It's unlawful to discriminate against someone on the grounds of race, colour, nationality – including citizenship – or ethnic origins in employment, education, housing and the provision of goods, facilities and services.

The 2000 Amendment placed enforceable duties on public authorities to promote equality.

The penalties for race discrimination can be high since there is no limit on compensation and there is no length of service requirement in bringing a claim.

- ***Equal Pay Act 1970***

It's unlawful to discriminate between women and men in contracts of employment, including pay and other benefits.

- ***Sex Discrimination Act 1975, 1986 Amendment, Employment Equality (Sex Discrimination) Regulations 2005 and Gender Equality Duty 2007***

It's unlawful to discriminate against someone on the grounds of sex or marital status in employment, education, housing and the provision of goods, facilities and services.

Less favourable treatment of women on the grounds of pregnancy or maternity leave is also defined as a form of discrimination.

Sex based harassment - i.e. harassment based purely on the victim's sex; harassment of a sexual nature - i.e. physical activity of a sexual nature or non-physical activity of a sexual nature such as offensive jokes or vulgar comments; sexual harassment on grounds of gender reassignment status; and harassment on grounds of rejection of harassment or submission to harassment are expressly prohibited.

The penalties for sex discrimination can be high since there is no limit on compensation and there is no length of service requirement in bringing a claim.

The Gender Equality Duty requires public authorities to promote gender equality.

- ***Employment Equality (Sexual Orientation) Regulations 2003, Equality Act (Sexual Orientation) Regulations 2007***

It's unlawful to discriminate against someone on the grounds of their sexual orientation, whether lesbian, gay, heterosexual or bisexual in employment or vocational training.

Discrimination relating to perceived sexual orientation is also unlawful.

The penalties for sexual orientation discrimination can be high since there is no limit on compensation and there is no length of service requirement in bringing a claim.

The Equality Act also made it unlawful to discriminate in the provision of goods, facilities and services on the grounds of sexual orientation.

- ***Sex Discrimination (Gender Reassignment) Regulations and Gender Recognition Act 2004***

It's unlawful to discriminate against someone on the grounds that they have undergone, are undergoing or intend to undergo gender reassignment in employment and vocational training.

A person who has undergone gender reassignment also has the right not to be discriminated against as a person of their acquired gender.

- ***Civil Partnership Act 2004***

Same sex partnerships are recognised and those who undergo the ceremony have the same rights as married couples.

- ***Disability Discrimination Acts 1995 and 2005 and the Disability Equality Duty 2006***

It's unlawful for any employer or service provider, regardless of size, to discriminate against someone on the grounds of their disability.

Employers and service providers have a duty to make reasonable adjustments to enable a disabled person to work or use a service.

The penalties for disability discrimination can be high since there is no limit on compensation and there is no length of service requirement in bringing a claim.

A disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities. Since December 2005, this also included people with cancer, HIV and multiple sclerosis.

The Disability Equality Duty requires public authorities to promote disability equality.

- ***Employment Equality (Religion or Belief) Regulations 2003 and the Equality Act 2006***

It's unlawful to discriminate against someone on the grounds of their religion, religious belief or similar philosophical belief in employment, vocational training and education and when providing goods, facilities and services.

Belief is considered to be philosophical systems which are similar to religion. People who have no religion or belief (such as atheists or agnostics) are also protected under the Act.

Religious harassment is defined as a form of discrimination.

- ***Employment Equality (Age) Regulations 2006***

It's unlawful to discriminate against someone on the grounds of age in employment and vocational training.

Harassment and victimisation on the grounds of age are expressly prohibited.

Age is now the only equality strand that is not protected from discrimination in the provision of goods and services.

- ***Rehabilitation of Offenders Act 1974***

Ex-offenders have certain employment rights if their convictions become 'spent', including not having to declare spent convictions and protecting them against dismissal or exclusion (with certain exceptions such as for those working with children).

- ***Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000***

The regulations aims to ensure that part-time workers are not treated less favourably than comparable full-time workers, including having the same rates of pay and pro rata holiday entitlement.

- ***Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002***

The regulations aims to ensure that employees on fixed-term contracts are treated no less favourably than comparable permanent employees, including having the same terms and conditions of employment.

## Further Information

- **Equality Direct Helpline 0845 600 3444**  
9.00am to 4.30pm Monday to Friday  
Confidential information and advice for employers on equality issues in the workplace run by ACAS.
- **'Tackling discrimination and promoting equality - good practice guide for employers'**  
Guide produced by ACAS  
<http://www.acas.org.uk/index.aspx?articleid=818>  
**'Guidance on Age and the Workplace'**  
Guide produced by ACAS  
<http://www.acas.org.uk/CHttpHandler.ashx?id=588&p=0>
- **'A Guide to Equality and Diversity in the Third Sector'**  
<http://www.olmec-ec.org.uk/main.cfm?Type=PUB&MenuId=-1&Menu2Id=366>  
This guide is available to download from the **Olmec** website.  
Olmec is a community investment foundation and work alongside disadvantaged communities to deliver programmes that lead to positive impact. The guide is a useful and practical resource to help improve performance on equality and diversity.
- [www.equalityhumanrights.com](http://www.equalityhumanrights.com)  
**The Equality and Human Rights Commission**, took over the role and functions of the Commission for Racial Equality, the Disability Rights Commission and the Equal Opportunities Commission, with new responsibilities for sexual orientation, age, religion and belief, and human rights. It enforces the law, influences government policy, and provides advice, support and information.
- [www.uksdpc.org](http://www.uksdpc.org)  
**The United Kingdom Disabled People's Council** is the UK's national organisation of the worldwide Disabled People's Movement. Its services include training, consultancy and transcription into more accessible formats.
- [www.equalities.gov.uk](http://www.equalities.gov.uk)  
The **Government Equalities Office** is a new self-standing Department, whose mission is to put equality at the heart of Government. The GEO is responsible for the Government's overall strategy on equality, (including a new Equality Bill and Public Service Agreement) as well as leading on women's issues across Government, and sponsoring the Equality and Human Rights Commission and Women's National Commission.
- [www.berr.gov.uk/whatwedo/employment/discrimination](http://www.berr.gov.uk/whatwedo/employment/discrimination)  
Information on discrimination in employment from **The Department of Business, Enterprise and Regulatory Reform (BERR)**.
- [www.stop-discrimination.info](http://www.stop-discrimination.info)  
**The European Commission's** website on anti-discrimination.

- [www.agepositive.gov.uk](http://www.agepositive.gov.uk)  
**Age Positive** who promote age diversity in employment.
- [www.efa.org.uk](http://www.efa.org.uk)  
**Employers' Forum on Age** - an employer-led initiative to promote the benefits of a mixed-age workforce. Many downloads are available only to members but there are also free downloads including an age bias free application form available from <http://www.efa.org.uk/publications/default.asp> .
- [www.employers-forum.co.uk](http://www.employers-forum.co.uk)  
**Employers' Forum on Disability** – focusing on the issue of disability in the workplace.
- **'Access to Work'**  
Information from Jobcentre Plus about the Access to Work scheme, providing advice and information to disabled people and employers, and funding towards any extra employment costs that result from a person's disability or health condition.  
[www.jobcentreplus.gov.uk/JCP/Employers/advisoryservices/diversity/Dev\\_015798.xml.html](http://www.jobcentreplus.gov.uk/JCP/Employers/advisoryservices/diversity/Dev_015798.xml.html)
- [www.ncvo-vol.org.uk/askncvo/](http://www.ncvo-vol.org.uk/askncvo/)  
**Ask NCVO** is an online best practice resource for the voluntary sector, providing a wealth of free advice on subjects from trusteeship to employment law, including downloadable documents on equality and diversity at [www.ncvo-vol.org.uk/askncvo/index.asp?id=171](http://www.ncvo-vol.org.uk/askncvo/index.asp?id=171)
- NCVO also publishes the guide **'Making Diversity Happen': A practical guide for voluntary & community organisations with case studies and checklists** available from their website at <http://www.ncvo-vol.org.uk/askncvo/hr/index.asp?fid=255>. It covers a wide range of diversity issues including service users, funders and suppliers.
- [www.multifaithcentre.org/](http://www.multifaithcentre.org/)  
**Multifaithnet** is a research, learning and information website which provides details on the cultural difference and customs of different religions.
- [www.stonewall.org.uk](http://www.stonewall.org.uk)  
**Stonewall** – promoting equality and justice for lesbians, gay men and bisexuals.
- [www.workingfamilies.org.uk](http://www.workingfamilies.org.uk)  
**The Working Families** website helps children, working parents and carers and their employers find a better balance between responsibilities at home and work. It includes information and advice for employers on all work-life aspects, such as flexible working.
- [www.volresource.org.uk](http://www.volresource.org.uk)  
**Vol Resource** website provides links to useful information on anything to do with running a voluntary organisation including equal opportunities at [http://www.volresource.org.uk/morereres/rev\\_peep.htm#equal](http://www.volresource.org.uk/morereres/rev_peep.htm#equal)

- [www.businesslink.gov.uk](http://www.businesslink.gov.uk)

**Business Link** has lots of useful information for organisations including a section on employing people where there is a document '*Prevent Discrimination and Value Diversity*' at

<http://www.businesslink.gov.uk/bdotg/action/layer?r.l1=1073858787&r.s=tl&topicId=1073877851>

- ***'Respond: A practical resource for developing a race equality action plan'***

Practical guide produced by the Arts Council aimed particularly at arts organisations but covering many areas of relevance to all voluntary organisations.

[www.artscouncil.org.uk/publications/publication\\_detail.php?rid=0&sid=&browse=recent&id=432](http://www.artscouncil.org.uk/publications/publication_detail.php?rid=0&sid=&browse=recent&id=432)

- ***'Action for access: a practical resource for arts organisations'***

Resource pack aimed at arts organisations wishing to make their activities more accessible to disabled people.

[www.artscouncil.org.uk/publications/publication\\_detail.php?rid=0&sid=&browse=recent&id=412](http://www.artscouncil.org.uk/publications/publication_detail.php?rid=0&sid=&browse=recent&id=412)