

Last reviewed July 2019

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## **Purpose**

Integrity Action is committed to a comprehensive policy of equal opportunities in employment in which individuals are selected and treated on the basis of merit, regardless of ethnicity, religious affiliation, colour, gender, age, origin, disability, or sexual orientation, and are given equal opportunities within the organisation.

The aim of this policy is to ensure that no job applicant or employee receives less favourable treatment in employment, including recruitment, advancement, training, and assessment, on grounds, which are not relevant to good employment practice.

## **Application**

This policy and related procedures apply to all staff members, contractors, and consultants.

In line with our equal opportunities policy, employees must avoid and prevent discrimination, harassment or intimidation of other employees on any grounds, including ethnicity, religious affiliation, colour, gender, age, origin, disability, marital status, or sexual orientation.

Disciplinary action for misconduct will be taken against any employee who breaches this policy, and serious or repeated breaches may result in dismissal.

## **Ownership**

All staff and volunteers have a responsibility for upholding this recruitment policy.

The responsibility for introduction (including training), consistent application and on-going implementation of Integrity Action's equal opportunity policy and related procedures lies with the CEO.

## **Recruitment**

Integrity Action staff members participating in recruitment processes are responsible and accountable to ensure full compliance with the administrative recruitment procedures so that all new recruitments are conducted in an equitable, transparent, and fair manner.

CEO must approve all recruitment prior to the role being advertised. This includes the job description, salary and method of advertising.

Obtain at least two satisfactory references for new starters and a basic level Disclosure and Barring Service (DBS) check (<https://www.gov.uk/request-copy-criminal-record>).

If an existing member of staff applies for a role and they meet the essential criteria they will automatically be offered an interview.

## **Selection Criteria**

The principal objective of any selection process is to advance Integrity Action's best interests by selecting the best person for the position in a fair, transparent, and efficient process. Selection

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criteria for all positions will therefore be clearly defined in the job description and reflected in the particulars sent to applicants which will also include details of Integrity Action's commitment to equality of opportunity.

## **Leaving employees**

- **Providing references**

Staff may provide references in a personal capacity but must make it clear that this is the case.

If references are provided in the capacity of Integrity Action they must be reviewed by a member of the Senior Management team (in addition to the person writing the reference).

- **Exit interviews**

It is good practice for an exit interview to be carried out with any staff who leave the organisation. This should be performed by someone other than the leaver's line manager.

The outcome should be reported to the management team.

- **Notice periods**

Staff may negotiate a shorter notice period in some circumstances if the needs of the charity are not adversely affected.

## **Support tools**

- See also the Equal Opportunities policy and the Staff leave and flexible working policy.
- More information can be found by discussing any concerns with the CEO.