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**EQUAL OPPORTUNITIES POLICY**

*Last Reviewed: 19/07/2021*

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## **1. Introduction**

This policy applies to all staff, volunteers, management committee members, users and the general public.

The Executive Committee of New Hope is aware that it has a responsibility to ensure that all reasonable measures are taken to provide and maintain a working environment which is accessible and inclusive for all staff, volunteers, management committee members, service users and the general public.

## **2. Definitions**

For the purpose of this document the following definitions will apply:

2.1 Committee Member - a person noted as holding an executive position, or as a member of the New Hope committee

2.2 Staff - a person who is employed by New Hope

2.3 Volunteer - a person noted as offering volunteer hours towards the aims and objectives of New Hope's activities

2.3 Member/Service User - participants in activities arranged and conducted by New Hope

## **3. Summary of Principles**

3.1 New Hope is committed to being an equal opportunities organisation that ensures equality of opportunity and fair treatment both as an organization and as a provider of services.

3.2 New Hope will:

a. Ensure that all policies and procedures reflect their commitment to equal opportunities

b. Respond constructively to its responsibilities within a charitable/voluntary sector legal framework;

c. Integrate equal opportunities into its planning process;

d. Create an ethos of fairness, courtesy and respect that embraces all members of New Hope, visitors, service users and the communities which New Hope serves;

e. Encourage the committee and any relevant sub-committees within New Hope to review their composition and to consider how they represent and address issues of diversity within the organization

f. Create an environment which is safe, accessible, caring and welcoming;

- g. Work constructively with appropriately recognized organizations, to ensure the effective implementation of this policy;
- h. Ensure that all members are treated fairly in respect of the nature of the <New Hope> objectives, regardless of their:

- i. Race
- ii. Colour
- iii. Nationality
- iv. Ethnic or national origins
- v. Sex
- vi. Gender
- vii. Marital status
- viii. Family responsibilities
- ix. Abilities
- x. Physical and mental health (including past history)
- xi. Age
- xii. Sexuality
- xiii. Political or religious beliefs
- xiv. Socio-economic group
- xv. Trade union activity
- xvi. Being an ex-offender

- i. Ensure that all staff and volunteers are included on the basis of their abilities and the requirements of the task and are recruited in a non-discriminatory manner;
- j. Ensure fair treatment for:
  - i. All members and service users;
  - ii. Everyone who is entitled to use any of New Hope's services and facilities;
- k. Develop opportunities in and approaches to, services that take into account patterns of under-representation with a view to encouraging, where possible, greater diversity within New Hope's activities;
- l. Monitor and review regularly the operation of this policy.

#### **4. Application of the Equal Opportunities Principles to all Members**

##### **4.1 Policy Operation**

- In choosing the media and wording to be used in advertising and literature, New Hope will be informed by the outcomes of its equal opportunities monitoring
- New Hope will respond constructively to requests from service users with disabilities and additional needs
- No service user should be unfairly treated on the grounds listed in section 3 (summary of principles), or on any other unreasonable grounds
- New Hope will;

- a. Monitor and keep under review its application procedures and make every reasonable effort to ensure that these reflect best practice;
- b. Identify and address any barriers in the application process;
- c. Monitor and keep under review local customs and practices;
- d. Ensure fairness in the terms and conditions on which services are offered

#### 4.2 Organisational Culture

- New Hope will make reasonable efforts to provide an environment where the ethos, standards and practices are conducive to the wellbeing of all staff, volunteers, members and service users

### **5. Application of the Equal Opportunities Principles to Service Users**

#### 5.1 Admissions

- No person will be treated less favourably on those grounds listed in section 3 (summary of principles), or any other unreasonable grounds
- New Hope welcomes applications from people with disabilities or additional needs
- New Hope will:
  - a. Develop marketing and promotion strategies based on a sound understanding of the diverse information needs of service users and the local community;
  - b. Ensure that publicity material, events and information services are relevant and accessible to all applicants;
  - c. Ensure that publicity material, events and information services communicate effectively New Hope commitment to equal opportunities
  - d. Pay particular attention to language, wording, images, content and format

### **6. Ethos**

6.1 New Hope welcomes and values diversity in its staff, volunteers, members and service users

6.2 All members are expected to work in ways that promote equal opportunities

6.3 New Hope seeks to create an atmosphere that is tolerant and respectful of differences and encourages all members of New Hope to explore and value diversity

6.4 A commitment to equal opportunities is expected of all members of New Hope

### **7. Relevant Government Legislation**

The following legislation and regulations provide the legal framework for Equal Opportunities policy and practice:

Equality Act 2010  
Equal Pay Act 1970 & (Amendment) Regulations 1983  
Sex Discrimination Acts 1975 & 1986  
Race Relations Code of Practice relating to Employment Order 2006  
Chronically Sick and Disabled Persons Act 1970 & (Amendment) Act 1976  
Data Protection Act 1998  
Working Time Regulations 1998  
National Minimum Wage Act 1998  
Disability Discrimination Act 1995  
Code of Practice (Disability Discrimination) 1996  
Public Interest Disclosure Act 1998  
Sex Discrimination (Gender Reassignment) Regulations 1999  
Maternity and Parental Leave etc Regulations 1999  
Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000  
Fixed Term Workers (Prevention of Less Favourable Treatment) Regulations 2001

## 8. Declaration of New Hope

The policy and principles described in this document have been approved by New Hope with effect from 19/07/2020

All members of New Hope have a personal responsibility to comply both with current legislation and with New Hope's Equal Opportunities Policy.

On behalf of **New Hope Global**, we, the undersigned, will oversee the implementation of the Equal Opportunities Policy and take all necessary steps to ensure it is adhered to.

**Signed:**

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**Name:**

Juma Begum

**Position within New Hope:**

Manager

**Date:**

19/07/2021

**Signed:**

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**Name:**

Mohammed Foiz Uddin MBE MInstF

**Position within New Hope:**

Chairman and Trustee

**Date:**

19/07/2021