



Manor Court Baptist Church

ORDINARY PEOPLE FOLLOWING AN EXTRAORDINARY GOD

EQUAL OPPORTUNITIES POLICY

This Equal Opportunities Policy applies to *Manor Court Baptist Church*, the staff it employs, *members, and volunteers*.

- 1 *MCBC* will ensure that, subject to paragraph 2, every applicant for a job or every employee, whatever gender, ethnicity, marital status, disability, age or religious belief, shall be given equal opportunity.
- 2 Exceptions to paragraph 1 are:
 - 2.1 where it can be clearly demonstrated that the nature of the employment requires membership of, or links with, *Manor Court Baptist Church*, a Christian commitment or sympathy with the objects of *Manor Court Baptist Church* and this requirement is so stated, *MCBC* shall be entitled to have regard to any such requirement.
 - 2.2 where the nature of the employment has specific occupational requirements these shall be stated in any advertisements or literature and taken into account when appointing.
- 3 All reasonable efforts will be made to ensure recruitment advertisements or literature are brought to the attention of potentially disadvantaged groups.
- 4 Applicants for posts will be given clear, accurate and sufficient information to enable them to assess their own suitability for a post.
- 5 All persons responsible for the recruitment and promotion of employees will be given information and/or training to enable them to comply with *MCBC's* Equal Opportunities Policy, and *MCBC* will ensure that during the course of the appointment procedure due care is taken by those persons to comply with its Policy.
- 6 The application of any recruitment, promotion and training policies will be solely on the basis of job requirements and the individual's ability and fitness for that work.
- 7 Recruitment, promotion and training policies and procedures will be monitored to ensure they do not operate against *MCBC's* Equal Opportunities Policy.
- 8 Opportunities for training will be open to all employees where appropriate and feasible; and all employees will be encouraged to take advantage of these opportunities.
- 9 *MCBC* will consider flexible working or other means to help its staff meet their domestic, caring or childcare responsibilities, as long as there is no direct conflict with operational requirements of Manor Court Baptist Church.
- 10 *MCBC* will always endeavour to abide by the requirements of the Disability Discrimination Act for people using its premises.
- 11 *MCBC* will ensure particular care is taken to deal with complaints of discrimination and sexual harassment. Any complaints in respect of the implementation of this policy should be addressed to the Church Secretary for investigation. An acknowledgement will be made within 30 working days of submission of the complaint advising the timetable of action to be taken to bring the matter to a resolution.



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