



Walking with young people through  
School, Community and Church life in South East Somerset.

[www.linxproject.com](http://www.linxproject.com)

## **Equal Opportunity Policy**

### **A) INTRODUCTION**

The Linx Project sees equality of opportunity as being integral to our ethos as a Christian Youth Work Charity. It is the commitment of everyone in the Linx organisation – trustees, team members and volunteers (hereafter known as employees) – to work to practices and principles that emphasise and encourage equality of opportunity.

The Linx Project expects all employees to act with dignity and maturity in all their dealings connected with its work and activities and with similar respect to the persons, attitude, beliefs and actions of all others involved in the project.

Our Policy and commitment is to ensure that everyone connected with the Linx Project (including applying for employment and following termination of employment) is treated fairly and with respect, regardless of race, sex, sexual orientation, gender reassignment, age, religion, politics, marital status, disability and/or union membership.

### **B) TREATING EVERYONE WITH RESPECT**

It is the responsibility of all trustees, Line Managers, Team Leaders and those with responsibility for managing volunteers, to treat employees and volunteers in accordance with the above aims and to ensure that everyone is treated fairly and with respect. This involves

- ✓ Preventing and punishing misconduct. Conduct such as sexual, racial, disability or religious harassment, insulting comments or actions (regardless of method used), bullying, intimidation, swearing, initiation, rites or 'ceremonies' etc is not acceptable, cannot be tolerated and will be subject to sanction in accordance with the disciplinary policy.
- ✓ Avoiding prejudice. All actions and decisions should be based only on consideration of an employee's or volunteers ability to perform the job. No judgement may be made subject to any prejudice.
- ✓ Encouraging individual and working team development. The responsibility of the trustees and the project's managers is to help employees/volunteers succeed both individually and as members of working teams. All employees/volunteers must always have an opportunity to develop themselves and their talents and to be considered for training and promotion

### **C) COMPREHENSIVE RESPONSIBILITY**

It is the responsibility of every person on the board of trustees and the project's managers to ensure compliance at all times with this policy.

It is the responsibility of every employee/volunteer to ensure they comply with this policy.

It is the responsibility of everyone working on behalf of the Linx Project to treat those with whom they come into contact with respect.

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Registered as a Charity No: 1083407



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**D) LIABILITY**

Breach of this policy by employees will lead to disciplinary action, in some cases involving dismissal without notice. Breach of this policy by volunteers will lead to internal sanctions being taken.

In addition some breaches would also be a breach of legal requirements leading to criminal law sanctions, including damages and/or substantial fines and/or imprisonment

**E) COMPLAINT AND INVESTIGATION**

Any person believing themselves to have been dealt with in breach of this policy should report the matter to their immediate superior (or if this is inappropriate since the superior is alleged to be involved, to the chair of their LAMG or chair Trustees). Efforts will be made to preserve the confidentiality of both alleged victim and aggressor, at least until the matter is resolved.

Investigation will be commenced within one day of a complaint being lodged. Such investigation will be thorough and completed as quickly as possible with any appropriate sanctions applied fairly and swiftly.

To make a complaint of a breach of this policy it will be necessary to have:

- Details of what, when and where the occurrence(s) took place
- Name(s) of any witness(es)
- Details of any other complaints made about the incident, date, etc.
- Details of any others believed to have been treated in a similar way.
- Any preferences for a solution

Until a hearing (or other resolution) is arranged, all details should be kept confidential

**F) SANCTIONS**

Any employee/volunteer, no matter what level, found to be in breach of this policy, will be instructed to desist forthwith. Failure to do so by an employee will be regarded as gross misconduct. Serious breaches of this policy, even on a first occasion, may be regarded as gross misconduct.

Failure to do so by a volunteer will lead to their removal from their position of leadership within the Linx Project

In determining an appropriate sanction the views of the victim may be taken into consideration where appropriate.