



Equal Opportunities Policy Statement

For

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Riding for the disabled Group

Address: Meadow School of Riding, Deans Lane, Nr Woodhouse
Eaves, Loughborough, Leicestershire, LE12 8TE

Registered Charity No: 1073408

The Group is a Member of the Riding for the Disabled Association Incorporating Carriage Driving, Registered Charity No: 244108, Registered Company Limited by Guarantee No: 5010395

A. EQUAL OPPORTUNITY POLICY STATEMENT

1. RDA is committed to working with volunteers from a range of different backgrounds and committed to ensuring that the talents, skills and resources of all volunteers recruited are fully utilised. RDA will not discriminate unfairly against any individual in matters of recruitment or selection for any position, promotion, development or training on the ground of perceived religious or political affiliation, sex, marital status, disability, colour, race, ethnic or national origin.
2. RDA wholeheartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination. RDA believes that it is in its best interests to consider the resources available throughout the community when employment opportunities arise. Within the framework of the law RDA is committed to this end, wherever practicable, to achieve and maintain a workforce that broadly reflects the local community in which the Association operates.
3. Every possible step will therefore be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, development, training, promotion and career management are based solely on objective and job-related criteria. All volunteers are responsible for playing their part in achieving this policy's objectives.

B. MEASURES TO AVOID DISCRIMINATION IN SPECIFIC AREAS OF EMPLOYMENT

RDA intends to avoid any form of direct or indirect discrimination in the following:

a) Recruitment and Selection.

RDA will aim to elicit the widest possible response when advertising vacancies. It will avoid using terminology that suggests that vacancies are open to persons of only one sex, race or particular marital status.

- (1) In the selection process RDA will aim to use criteria clearly identified as being directly related to both task and personal qualities or skills.
- (2) When filling a vacancy through any agency, clear instructions will be given to accept applications from all groups, irrespective of sex, marital status, disability, colour, creed, race, ethnic or national origin. The agencies used will also be made aware of RDA's commitment to provide equal opportunities for all groups in the community.

b) Appraisal and Counselling.

RDA's appraisal and counselling processes are considered important and essential mechanisms in encouraging volunteer performance and development. Volunteers involved in carrying out appraisal and counselling should do so on a non-discriminatory basis.

c) Training and Development.

Training and development are important in non-discriminatory basis, as is the selection for volunteers attending any training and development programme.

d) Promotion.

RDA aims to promote an individual on the basis of their specific aptitude skills, knowledge and ability to perform a task effectively. Those involved in the selection process for promotion will ensure that it is based on criteria clearly identified as being directly related to both task and personal qualities or skills.

C. EQUAL OPPORTUNITIES TRAINING

RDA realizes the importance of training in ensuring that the policy is implemented effectively on a day-to-day basis. This is identified in three areas -

- a) To educate those involved in decision-making on selection for recruitment, promotion, training and development, disciplinary offences, and for those who appraise or counsel volunteers. RDA will ensure that those people involved in such decisions are informed of the importance of being objective and of pursuing an equal opportunities approach. Volunteers involved in selection will receive training that includes information on equal opportunity in those areas.
- b) To educate all volunteers in the importance of equality in all employment matters.
- c) To provide adequate induction training for all volunteers to assist them in settling into the organisational culture and procedures as quickly as possible, RDA will aim to identify and provide for any special needs of an individual during this period.

D. ADDITIONAL PROVISIONS

RDA reviews and assesses all employment policies, procedures and conditions of employment on a regular basis to ensure equal and fair opportunity.

E. MECHANISM FOR RESOLVING PROBLEMS OR CONCERNS

1. Any internal problem or concern relating to this policy may be addressed through RDA's problem solving procedure or Raising Concerns Policy. Any volunteer who believes that the spirit of this policy is not being implemented properly in any area may raise it, in the first instance, with the Group Chairman.
2. Any external complaint relating to RDA's employment procedures will be directed to the Group Chairman in the first instance. If the applicant is not satisfied with the outcome then the Commission for Racial Equality and the Equal

Opportunities Commission are both available for advice and assistance.

F. RESPONSIBILITY AND ACCOUNTABILITY

Every volunteer is responsible for ensuring that the equal opportunity policy is implemented and the spirit of the policy is adopted throughout the organisation. The Group Chairman is responsible for monitoring and evaluating the effectiveness of the equal opportunity policy and for making recommendations and investigations where appropriate.

This Policy should be read in conjunction with,

The British Equestrian Federation Equal Opportunities and Equality Policy, found at:

http://www.pcuk.org/uploads/BEF_Draft_Equality_Policy_July_12.pdf

Or, a hard copy can be read at the yard if you are unable to access the internet.