

CLASP EQUAL OPPORTUNITIES POLICY

1. Policy Statement

Clare Liaison and Support Project (CLASP) recognises that everyone has a contribution to make to our society and a right to equal treatment. We aim to ensure that no trustee, committee member, volunteer, organisation or individual to whom we provide services, will be discriminated against by us on any unfair grounds whatsoever.

We aim to foster awareness of prejudices in all who volunteer for and with CLASP and we aim to encourage the removal of such prejudices.

We also aim to ensure that trustees, committee members and volunteers working with individuals and with organisations for which CLASP provides services do not suffer discrimination, and where this occurs, CLASP commits itself to taking positive action against such discrimination.

CLASP is committed to:

- addressing positively opportunities for full participation within the organisation
- adopting an effective system to monitor its practice regarding ensuring equality of opportunity
- promoting good practice regarding equality of opportunity for everyone involved in the work of CLASP.

In particular, the CLASP will:

- work to ensure that all its services are provided in a way which promotes awareness of the rights and needs of people from minority groups and enables all people to have access to those services
- work to ensure that all CLASP terms and conditions of volunteering reflect a range of needs and interests which encompass people who may otherwise be disadvantaged.

The policy of CLASP is to ensure that no person receives less favourable consideration than others in the selection and recruitment of volunteers.

2. Recruitment practices

CLASP will ensure equality of opportunity for all volunteers; it will ensure that:

- the recruitment process is not open to discrimination
- when recruiting, the Management Committee will develop personnel specifications which recognise the importance only of relevant experience or qualifications
- acceptance of the Management Committee's Equal Opportunities Policy is a condition of volunteering.

3. Service provision

CLASP will take positive action to ensure its services to, and contacts with, other groups and individuals reflect this Equal Opportunities Policy. This will be effected by:

- from time to time, consulting with groups and individuals with special requirements to identify how the charity's services may be improved to meet their needs
- ensuring that all individuals who represent the Management Committee are aware of, understand and operate this Equal Opportunities Policy.

4. Charity's responsibilities

CLASP:

- is responsible for the implementation and monitoring of this Equal Opportunities Policy
- will ensure that all individuals within the organisation clearly understand and practise the principles contained in this Policy
- will not victimise anyone who has provided information about discrimination

It shall be the responsibility of the Chairman to keep the Committee fully up to date with developments or difficulties relating to the implementation of this Policy.

5. Volunteers/Users' responsibilities

All volunteers of CLASP and users of its services:

- will be required to co-operate with measures introduced by the Management Committee to ensure and promote equal opportunities
- will neither practice any form of discrimination nor use discriminatory language
- will draw to the attention of the Management Committee any suspected acts of discrimination
- will not victimise anyone who has provided information about discrimination.

6. Review

This policy will be reviewed by the CLASP Management Committee annually and ratified by the Board of Trustees.

Approved by the Management Committee: 14 August 2025

Approved by the Board of Trustees: 10 September 2025