



## Equal Opportunities Policy

**MLCE** aims to ensure that those using and/or supporting the services of MLCE are treated equally, irrespective of disability, race, colour, religion, belief, nationality, ethnic origin, age, sex, marital-status, offending history (DBS approval required) or sexual orientation.

MLCE will make an effort to ensure that those using the services of the organisation reflect the ethnic diversity of the local community.

MLCE seeks to provide services on a fair and equitable basis, taking into account the needs of the people using the services. No person requiring services will be treated less favorably than any other person on any grounds. There shall be no discrimination on account of disability, race, colour, religion, belief, ethnic origin, age, sex, marital-status, sexual orientation, offending history (DBS approval required) or financial situation. We welcome people to work in the organisation on the basis of the right mix of talent, skills, character, and potential.

MLCE will endeavor to make the environment of the Organisation welcoming and physically accessible to all users. We will aim to ensure that all our services are fully accessible to people with disabilities. We will aim to provide for those who speak other languages and for those who are deaf, partially sighted or have limited literacy skills. Publicity materials will positively reflect our multi-cultural society and where appropriate developed for those with disability. We will use materials and resources, which reflect the variety and diversity of family structures, gender-roles, race, cultures and disability.

We will create opportunities for all to benefit and learn from and about different cultures, races and experiences. In the operation of its various services MLCE will ensure that the management structures are responsive and accessible to those with whom we are working or those with whom we may seek to work.

MLCE is an equal opportunities employer and aims to ensure that no job applicant or employee receives less favorable treatment on the grounds of disability, race, religion, belief, colour, nationality, ethnic origin, age, sex, marital-status, offending history (DBS approval required) or sexual orientation.

As an organisation using the DBS disclosure service to assess applicants' suitability for positions of trust, this organisation undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information received.

A disclosure will always be requested for the work with children and young people and/or vulnerable adults. A criminal record will not necessarily be a bar to a person serving with children and young people and/or vulnerable adults. This will depend on the nature of the position and the circumstances and background of the offences.

In order to protect the confidentiality of those with criminal records we will access disclosures (DBS checking) only through official agencies. We invite the local Council's Child Protection Advisory Panel to advise us in the appointment process when necessary, and we agree to act on their advice for the protection of children and young people.

All staff and volunteers shall be made aware of the Equal Opportunities Policy at the beginning of their involvement with the Organisation. A copy of the Equal Opportunities Policy shall be made available for the perusal of all staff and volunteers and shall be kept in the Policies & Procedures folder located in the office. The management of MLCE will review the content and effectiveness of this policy annually.