



**OXFORDSHIRE EQUAL OPPORTUNITIES POLICY
AT ASYLUM WELCOME**

EQUAL OPPORTUNITIES POLICY

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ASYLUM WELCOME EQUAL OPPORTUNITIES POLICY

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ASYLUM WELCOME EQUAL OPPORTUNITIES POLICY

1. Statement of policy

Asylum Welcome recognises that groups and individuals continue to be discriminated against on the basis of their race, colour, nationality, religious beliefs, ethnic or national origins, class, culture, gender, marital status, being pregnant or having a child, sexual orientation, being or becoming a transsexual person, disability, age, criminal record, or because they are refugees or asylum seekers.

Asylum Welcome is committed to counteracting this by the promotion and monitoring of equal opportunity in its services, its employment practice, composition of management committees and use of volunteers.

2. Interpretation of Policy

2.1 Service Delivery

Asylum Welcome services exist to provide information, advice and direct support to asylum seekers, refugees and migrants at risk of detention within Oxfordshire. In providing these services we are committed to ensuring that we provide equal access to the services to all groups and individuals and that in our advocacy work we offer equal access to all groups. Our services will abide by a confidentiality policy.

2.2 Committees

Asylum Welcome is governed by its Executive Committee which is advised by two sub committees. It is of importance to Asylum Welcome to have refugees or asylum seekers serving on the Executive Committee and thus playing a role in our governance.

2.3 Volunteers

Asylum Welcome operates through the widespread use of volunteers and seeks to train volunteers in the work we do. Volunteers will be required themselves to make a commitment to this Equal Opportunities policy and to observe it in their work for Asylum Welcome. It is of importance to Asylum Welcome to have refugees and asylum seekers serving as volunteers.

2.4 Staff recruitment

2.4.1 Asylum Welcome aims to ensure that no prospective or actual employee is discriminated against on any of the grounds outlined in the Statement of Policy described above.

2.4.2 In keeping with the Statement of Policy, Asylum Welcome is committed to positive action for refugees which means:

- Asylum Welcome will take steps to draw the attention of refugees to vacancies and to encourage them to apply and
- In the case of equally well qualified candidates being available for a job, to favour the refugee candidate.

- 2.4.3 In recruiting staff we will ensure that a properly drawn job description and person specification are in existence and that they have a relevant specification of the personal skills, experience and attributes required for the job.
- 2.4.4 Each position being recruited by Asylum Welcome will be advertised in such a way as to enable the widest number of qualified candidates to apply.
- 2.4.5 After a job has been advertised, a short list of candidates will be drawn up by at least two people.
- 2.4.6 Interviewing of the shortlisted candidates will normally be carried out by a panel of three people. The interview will be conducted in such a way as to focus on the strengths and weaknesses of applicants in relation to the agreed person specification.
- 2.4.7 Appointment will be subject to satisfactory references.

3. Implementation and Monitoring

Asylum Welcome is committed to ensuring that its implementation of equal opportunities is effective.

- 3.1 To this end it will ensure that its equal opportunities policy is covered in relevant training and induction sessions for volunteers, staff and committee members.
- 3.2 The Chair of Asylum Welcome will monitor the implementation of the above clauses. They will report annually to the Executive Committee on their findings. They may also make an interim report to any meeting of the Executive Committee if it appears to them that a significant departure from the policy has occurred.
- 3.3 The Executive Committee will review the Equal Opportunities Policy annually with a view to:
 - a) Ensuring that the existing policy is being implemented
 - b) Further developing the Equal Opportunities Policy and its practical implementation