

Equal Opportunities Policy for Staff and Volunteers

NAME AND ADDRESS OF THE GURDWARA

Registered Charity Number XXXX

The aim of this policy is to communicate the commitment of the trustees to the promotion of the Equal Opportunities policy at NAME OF THE GURDWARA and the hereinafter referred to as the XXXX.

XXXX align their principles and code of conduct on religious matters in line with Rehat Maryada.

XXXX **Ethos**

The ethos of XXXX is our motivation for all our work – it is the reason why we do what we do. Our organisation’s ethos is rooted in our faith in the Sikh religion, its scriptures, and the great teachers.

Our organisation’s ethos is understood by our mission to serve selflessly those less fortunate by practicing the values of benevolence, love, truthfulness, justice, mercy, compassion and forgiveness, according to the Sikh religion in all its forms.

Our organisation’s ethos is reflected in our vision to preserve and disseminate the rich treasure of spiritual traditions taught in Sikh scriptures and expounded by our great teachers, sages and seers.

Our organisation’s ethos is implemented by our activities that subscribe to the principles of inclusiveness, equality, peaceful co-existence and respect for other religions advocated in the Sikh religion.

Our organization’s ethos is given life through our relationships, - the way we work together and behave with one another in keeping with the Sikh traditions of humility, tolerance and respectfulness.

XXXX operates on the understanding that our activities are expressions of our faith; and that our “doing” derives directly from our “being”; thus creating an essential and indissoluble link between who we are and what we do.

XXXX **Equalities Statement**

XXXX is a Sikh organisation committed to social justice and actively opposed to discrimination in society. XXXX seeks to provide services on a fair and equitable basis, taking into account only the needs of people referred. No person requiring services from XXXX will be treated less favorably than any other person on any grounds.

As an employer XXXX aims to ensure that no job applicant or staff member receives less favorable treatment on the grounds of gender, gender reassignment, marital status and civil partnership, race, colour, nationality, ethnic origin, disability, age or sexual orientation. religion or belief, pregnancy and maternity, HIV status, part-time status (Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000), fixed-term status (Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002), equal pay between men and women (Equal Pay Act 1970).

Harassment of any kind (specifically in the areas covered by the policy) will be considered a disciplinary offence in conjunction with XXXX disciplinary and grievance policy 3.0 disciplinary procedure. Harassment may involve derogatory and discriminatory remarks, indirect discrimination, ridicule, unwanted physical contact, demands for favours, or physical assault; staff members, volunteers or anyone connected with the organisation could be liable for dismissal for gross misconduct.

Entry to employment and promotion or change of post is determined by personal merit and ability relevant to the purposes of XXXX.

XXXX aims to ensure that people with disabilities are given equal opportunity to enter employment. In doing so, it will fully consider reasonable adjustments to working practices, equipment and premises to ensure that a disabled person is not put at a substantial disadvantage due to their disability. In addition, when staff members become disabled in the course of their employment, every effort will be made through reasonable adjustment, retraining or redeployment to enable them to remain in the employment of XXXX.

XXXX is a Sikh organisation dedicated to preserving the timeless wisdom of the seers, saints and sages and the ageless grandeur of India’s culture, which is based on the principles of equality, justice and peace. However, XXXX’s devotion to the past is matched only by its service to the present and its hope for the future. By weaving together ancient traditions, cultural history, a vast range of humanitarian activities and inspiring youth programmes, XXXX aims to create a tapestry of true universal service and beauty expounded in the Sikh tradition.

In order for XXXX to preserve its Sikh ethos and meet the aims and objectives for which it was formed, XXXX has a genuine occupational requirement (GOR) for certain post holders and employees to be Sikhs, for example the minister of religion.

The nature of these posts or the context in which they are carried and their link to the ethos of the organisation gives rise to a GOR for the post-holders to be Sikhs. All staff in these posts are required to demonstrate a clear, personal commitment to the Sikh faith.

It is the intention of XXXX that no individual or organization connected with its activities shall hinder the positive implementation of this policy. Any form of discrimination, other than where legally allowed within the Employment Equality (Religion or Belief) Regulations 2003, is unacceptable to XXXX.

Any employee may use the grievance procedure to complain about discriminatory conduct. No individual will be penalised for raising such a grievance unless it is proved to be untrue and made in bad faith. Any complaints will be fully investigated. Any discrimination or harassment proven to have taken place will be regarded as misconduct for the purposes of disciplinary procedures.

**Document Reference**

|  |
| --- |
| Document Signatories |
| Author(s) | Name / Role | Signature(s) | Date |
|  |  |  |  |
| Reviewer(s) | Name/Role | Signature | Date |
|  |  |  |  |
| Approvers(s) | Name / Role | Signature(s) | Date |
|  |  |  |  |

|  |
| --- |
| Document Amendment Record |
| Issue No: | Amendment detail | Author | Date | Approved |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**CONTACT DETAILS**

Name of the Gurdwara / Organisation

**COPYRIGHT**

This publication is the copyright of Siri Guru Singh Sabha Croydon, registered charity no. 282163 registered in England. We want our resources to have the maximum impact, therefore you are welcome to reproduce or otherwise distribute this material in whole or part. We simply ask two things: (1) there must be no use for commercial gain, and (2) SGSS is clearly acknowledged with the following wording “Reproduced with permission from SGSS. www.croydongurdwara.co.uk”. If extracts are to be used in another context, permission should be sought in advance by emailing

General.secretary@croydongurdwara.co.uk or by telephone 020 86888155. Thank you.

**DISCLAIMER**

Whilst every care has been taken in the preparation of this material, Name of your Gurdwara cannot be responsible for action taken or refrained from in reliance thereon. It is recommended that appropriate professional advice be sought in each relevant individual circumstance.