

## 4.2 SEC/TRCH Policy: Equality of opportunity

### Statement of policy

Trinity Rooms Community Hub (TRCH) aims to provide equal opportunities to all persons, regardless of sex, sexual orientation, neurodiversity, dis/ability, race, marital status, age or religion. It recognises the benefits of having a diverse workforce, whether employed or volunteer, comprising people with different backgrounds.

### Recruitment

- Information about vacant posts will be circulated internally and externally
- Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this will be clearly stated
- Job descriptions will include only requirements that are necessary and justifiable for the effective performance of the job
- All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked of all candidates

### Employment

- TRCH will treat all staff and volunteers with respect
- TRCH will as far as possible pay all staff and bought-in help at the same rate, based on the current living wage
- TRCH will put in place any reasonable measures and/or adjustments within the workplace for any employees who are or become disabled

### Grievances and victimisation

- Any complaints of discrimination will be pursued through the TRCH Complaints Procedure (Policy 5.3)

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Policy approved by	SEC Trustees June 2025
Next review due	June 2026
Published	Google Drive