

# EQUAL OPPORTUNITIES POLICY

## Read With Me

Registered company number 12594043

### 1. Introduction

1.1 Read With Me CIC (from herein referred to as Read With Me) is an equal opportunities employer. Read With Me is committed to being an effective equal opportunities organisation. This means that Read With Me will do everything in its power to ensure that everyone is treated fairly and with respect at all times. This applies to all areas of Read With Me activities including staff and volunteer recruitment, employment, volunteering and provision of services.

### 2. As an Employer

2.1 Read With Me will provide equality and fairness for all employees and will not discriminate on grounds of:

- Age
- Class
- Disability
- Gender reassignment
- Income level
- Marriage and civil partnership
- Neuro diversity
- Pregnancy and maternity
- Race (including ethnic origin, skin colour, nationality, and national origin)
- Religion or belief
- Sex, gender reassignment or transgender status or sexual orientation;
- Socio economic group

2.2 All employees will be treated fairly and with respect regardless of position, part-time/full-time working, or length of contract. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability

2.3 All employees are required to treat one another with mutual respect. Actions, behaviour, and attitudes should consistently demonstrate respect for the dignity and worth of an individual.

2.4 Harassment and discrimination in any form is unacceptable behaviour and offenders will be subject to disciplinary action.

2.5 Read With Me aims to achieve the policy by

- 2.5.1 Ensuring that employees are made aware of their rights and responsibilities to each other and the organisation regarding equal opportunities issues
- 2.5.2 Providing a way in which individuals can communicate any concerns via relevant named personnel
- 2.5.3 Treating any unacceptable behaviour seriously
- 2.5.4 Ensuring that all Directors and Managers realise they have a key role in implementing this policy and are expected to take personal responsibility for ensuring its success

### 3. As a Service Provider

3.1 Read With Me will strive to ensure that all services provided by, or on behalf of, Read With Me are made accessible to all individuals and groups equally and without discrimination.

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- 3.2 All service users will be treated with respect. Actions, behaviour, and attitudes will consistently demonstrate respect for the dignity and worth of an individual.
- 3.3 Read With Me will, wherever appropriate, work in partnership with other agencies in the area; including the relevant unitary, county, district, and borough, voluntary groups, and community organisations to promote equal opportunities.
- 3.4 Read With Me will ensure that all contractors directly supplying goods and services or executing works for, or on behalf of, Read with me comply with Read With Me's stated policy on equal opportunities.
- 3.5 Read With Me aims to achieve its policy by
  - 3.5.1 Ensuring the employees are made aware of Read With Me's standards of service
  - 3.5.2 Ensuring that no child is disadvantaged or treated less favourably than others in terms of access to Read With Me's services. Where Read with me's practices, policies, or procedures are found to make access impossible or unreasonably difficult, such steps as are reasonable in the circumstances will be taken to change these practices, policies or procedures
  - 3.5.3 Recognising the importance of communication in attaining equality and providing quality services which are responsive to the needs of each school and education setting
  - 3.5.4 Complying with all relevant legislation relating to discrimination and equality.

#### **4. Role of Employees**

All employees are responsible for implementing Read With Me's Equal Opportunities Policy. It is important that all individuals who are employed by Read with me appreciate that they have a responsibility and a role to play in the provision of equal opportunities.

#### **5. Monitoring of Equal Opportunities**

- 5.1 Read With Me's three Directors, Linda Thomas (also known as Linda Cohen), Rachel Cocoran and Rosaline Hilton, will have responsibility for the implementation and monitoring of the policy as it applies to Read With Me as an employer.
- 5.2 Read With Me Directors will have responsibility for implementing and monitoring the policy as it applies to Read With Me as a service provider, involving local schools, community and voluntary groups in the monitoring process where appropriate.
- 5.3 Complaints from staff about discrimination or unfair treatment will be dealt with as laid down in the Read With Me Grievance Policy.