



Shoreham Baptist Church, Western Road, Shoreham-by-sea, West Sussex BN43 5WD

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The Shoreham By Sea Baptist Church

(Hereafter referred to as the Church)

1. Statement of Equal Opportunities Employment Policy

The Church is committed to the promotion of equality of opportunity in all fields of its activity in accordance with this Policy Statement.

2. Definitions

2.1 “Personal Status” refers to sex, colour, race, nationality or ethnic or national origins, marital status, disability, age or religious belief.

2.2 “Discrimination” is where a person is treated less favourably than another not on the merits of the case but on grounds of “Personal Status”

3. The Church’s Policy Statement

The Church is an equal opportunities employer and will seek to ensure that:

3.1 Every applicant for a job, or every employee, shall be given equal opportunity whatever his or her Personal Status, except in a matter of religious belief in any case where the nature of the work is declared and is seen clearly to require a Christian Commitment, membership of or links with a Baptist Church, or another Christian Church, or sympathy with it’s aims;

3.2 Persons already employed will be made aware of the provisions of this Policy;

3.3 The application of any recruitment, training and promotion policies will be solely on the basis of job requirements and the individual’s ability and fitness for that work;

3.4 All persons responsible for the selection, management and promotion of employees will be given information and/or training to enable them to minimise the risk of discrimination;

3.5 Appropriate training will be provided to enable employees to perform their jobs effectively;

3.6 Encouragement is given to all employees to take advantage of opportunities for training;

3.7 Age limits for entry to training are not such as unnecessarily to exclude certain groups of employees;

- 3.8 Recruitment, literature and advertisements will not imply that there is a preference for one group of applicants as against another unless there is a genuine occupational requirement which will be clearly stated;
- 3.9 The most effective ways will be employed to bring job vacancies to the attention of potentially disadvantaged groups;
- 3.10 Applicants for posts will be given clear, accurate and sufficient information through advertisement, job descriptions and interviews, to enable them to assess their own suitability for a post;
- 3.11 Employment policies and procedures are kept under review, in appropriate cases by formal monitoring routines, to ensure that they do not operate against this Policy Statement;
- 3.12 Where it appears that this Policy Statement is not being observed the circumstances will be investigated to see if there are any policies or criteria which exclude or discourage employees and if so, whether these policies and criteria are justifiable;
- 3.13 Appropriate action is taken where necessary to redress the effects of any action, policy or criteria which are found to have unjustifiably limited the observance of this Policy Statement;
- 3.14 Particular care is taken to deal with any complaints of discrimination and sexual harassment.

Confirmed at Deacons Meeting 6th September 2021

Pastor. Ray Orr

Elders: David Rollings, John Lillywhite, Andy Lincoln

Treasurer: Denise Edwards

Deacons: Val Lynn, Dave Buck, Robert Daintree, Brian Hoad, Denise Edwards, Chris Leggett