

## Code of best practice

The code outlines the steps, which Nacoa will take to develop and implement practices in pursuit of its Equal Opportunities Policy.

### 1. Recruitment and Selection of Staff

Nacoa will take steps to ensure that:

- All recruitment advertisements carry the statement 'Nacoa is committed to Equal Opportunities'
- All job applicants are provided with a copy of Nacoa's Equal Opportunities Policy
- The criteria for selection and promotion are determined solely on the basis of objective, job-related criteria
- All documentation relating to recruitment and selection avoids unfair and unlawful discrimination

### 2. User Access

Nacoa will seek to ensure that access to its services is available to all and will seek to ensure that full account is taken of the differing needs of all users in the provision of services.

### 3. Training and Development

Nacoa will seek to ensure that for all employees (paid or voluntary) equal access to training and development opportunities is not influenced by gender, age, marital status, race, colour, nationality or other ethnic or national origin, disability, sexual orientation, religious background or responsibilities for dependents.

All employees will be made aware of Nacoa's policy and code of practice.

### 4. Rehabilitation, Retraining, Re deployment and Redundancies

Nacoa will endeavour to rehabilitate, retrain and re deploy employees (paid or voluntary) who become disabled (whether registered or not) or whose disability increases, the aim being to create conditions which allow such employees to make a positive contribution to the work of Nacoa.

Nacoa will seek to ensure that selection of employees for re deployment or redundancy does not discriminate in the process of selection on the grounds stated in the policy.

### 5. Discipline

Acts of discrimination, victimisation and harassment (as defined below) by an employee (paid or voluntary) against other employees (paid or voluntary) or user of services will result in disciplinary action.

This will also apply to employees (paid or voluntary) who attempt to advise or influence other employees (paid or voluntary) or user of services to discriminate, victimise or harass.

Failure to comply with (or adhere to) Nacoa's Equal Opportunities Policy will be treated as a disciplinary offence.



Nacoa will seek to ensure that all employees (paid or voluntary) will be treated consistently under the disciplinary procedure regardless of gender, age, marital status, race, colour, nationality or other ethnic or national origin, disability, sexual orientation, religious background or responsibilities for dependents.

#### 6. Grievance

Nacoa will treat seriously and take prompt action on any employee's (paid or voluntary) grievance concerning discrimination, victimisation or harassment.

An employee (paid or voluntary) who believes he or she has been subjected to discrimination, victimisation or harassment by another employee (paid or voluntary) should in the first instance contact the Chief Executive or Chair of Trustees at Nacoa, PO Box 64, Fishponds, Bristol BS16 2UH.

Candidates for employment with Nacoa who believe they have been subjected to discrimination, victimisation or harassment should write to the Chief Executive or Chair of Trustees at Nacoa, PO Box 64, Fishponds, Bristol BS16 2UH.

#### 7. Positive Action

Nacoa will take positive action where appropriate to implement its aim of seeking to ensure that all staff (paid or voluntary) and users of services achieve equality of opportunity.

#### 8. Monitoring

Nacoa will monitor the implementation of the Equal Opportunities Policy by obtaining information about the composition of the workforce and users of the services in terms of ethnicity, gender, disability and marital status.

