

## Equal opportunities policy

The National Association for Children of Alcoholics (Nacoa) is wholeheartedly committed to the principle of equality of opportunity. Our first Equal Opportunities Policy statement was adopted on 31 March 1994 and updated on 17 November 1998. This new statement extends the commitments Nacoa undertakes.

In its capacity as an employer and as a provider of services to others, Nacoa is determined to make all efforts to prevent discrimination, victimisation or harassment or other unfair treatment against any of its staff (paid or voluntary), potential staff (paid or voluntary) or users of its services, regardless of gender, age, marital status, race, colour, nationality or other ethnic or national origin, disability, sexual orientation, religious background or responsibilities for dependents. Nacoa is opposed to racist and sexist practices and attitudes, and is committed to translating this into all aspects of its everyday work.

Nacoa recognises that specific and positive programmes of action are necessary to ensure that the aims of its Equal Opportunities Policy are achieved. A Code of Practice lays down rules and procedures, which must be followed by everyone responsible for Nacoa's work. The Annual Report reviews and evaluates practice and sets objectives and priorities. We recognise, however, that progress requires the participation and commitment of all our staff (paid or voluntary) to the Policy as well as the development of these procedures and structures.

### Equal Opportunities in Staff Recruitment and Advancement

Nacoa is committed to develop and maintain working environments and practices which ensure equality of opportunity in both the recruitment and advancement of staff. Discriminatory attitudes and behaviour, whether sexist, racist or of other kinds, are unacceptable at any time. Commitment to equal opportunities is a requirement for all Nacoa staff (paid or voluntary).

Recruitment procedures are applied equally to internal and external applicants. These procedures and practices are monitored constantly as a management priority to ensure their proper operation, as laid down in the Code of Practice.

All staff (paid or voluntary) responsible for recruitment are required to display their understanding and implementation of these procedures.

All staff (paid or voluntary) should have a genuinely equal opportunity to progress within Nacoa, including the opportunity to participate in training to develop their full potential.

### Equal Opportunities in the Provision of Services

Nacoa is committed to providing services relevant and accessible to all those who might wish to use them. Staff (paid or voluntary) are required to be fully aware of their responsibilities in this respect and to ensure that systems of recruitment and referral to our services do not operate to exclude or discourage participation, and that our schemes and projects are welcoming and accessible to all potential participants.



These aims are a priority in the provision of staff training and the allocation of resources.

Monitoring of all services is carried out in order to identify any inequalities in content or participation, and to determine the steps needed to rectify them. This includes attention to publicity, environment, referral processes and links with outside organisations and individuals involved in the provision of our services. Every effort is made to ensure that, in maintaining these links, our policies and priorities are not compromised. Nacoa communicates its equal opportunities policy to all outside organisations and promotes the development of information sharing for all.

## Responsibility for Nacoa's Equal Opportunities Policy

Nacoa's Equal Opportunities Policy is the responsibility of every member of staff (paid or voluntary) to apply. Its application is also required from people who work with Nacoa in providing our services but who are not Nacoa staff. It affects all the work that Nacoa does, and it cannot be altered or modified by or for any particular part of Nacoa. The Trustees and Director have additional and particular responsibilities to ensure the effectiveness of its application and the commitment of all staff and others to it.

