

Patrons: Tony Adams MBE • Calum Best • Lauren Booth • Rt Hon Liam Byrne MP • David Coldwell • Geraldine James OBE • Sophie K
Cherie Lunghi • Elle Macpherson • Suzanne Stafford CQSW • Camilla Tominey • David Yelland

EQUAL OPPORTUNITIES POLICY

Nacoo (The National Association for Children of Alcoholics) is wholeheartedly committed to the principle of equality of opportunity. Our first Equal Opportunities Policy statement was adopted on 31 March 1994, and has been regularly updated and reviewed by Trustees. This new statement supersedes all previous policies.

In its capacity as an employer and as a provider of services to others, Nacoo is determined to make all efforts to prevent discrimination, victimization 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 sex and gender identity, age, marital status, race, colour, nationality or other ethnic or national origin, disability, sexual orientation, religious background or responsibilities for dependents. Nacoo is opposed to racist and sexist practices and attitudes, and is committed to translating this into all aspects of its everyday work.

Nacoo 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 Nacoo'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.

All staff (paid or voluntary) are made aware of the Policy during induction and a copy is published on Nacoo.org.uk.

Equal Opportunities in Staff Recruitment and Advancement

Nacoo 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 Nacoo 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) who are 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 Nacoo, including the opportunity to participate in training to develop their full potential.

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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. All 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 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 Chief Executive have additional and particular responsibilities to ensure the effectiveness of its application and the commitment of all staff (paid or voluntary).

HH reviewed August 2022

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