



Equality and Diversity Policy

1 Principles

City Life Church is committed to the principles of equality and diversity in employment and in all of our activities. The church recognises that many people in our society experience discrimination.

All forms of discrimination are unacceptable, regardless of whether there was any intention to discriminate or not. All of our employees have a duty to cooperate with the church to ensure that this policy is effective in enabling opportunities for all and in preventing discrimination. Any situations where discriminatory acts, or practices, bullying or harassment are identified should be brought to the attention of the line manager.

2 Statement of Intent

In accordance with our Vision and Values and our Core Beliefs, City Life Church welcomes everyone as created in the image of God. We ask that everyone respects each other, as everyone is valued by God. All employees are expected to respect and work within the context and mission of our Christian beliefs. No one should be treated less favourably than another as a result of a Protected Characteristic, unless a legal exception applies.

The nature and responsibility of many of the jobs at the church mean that there may be a Genuine Occupational Requirement for the job holder to be a practising Christian. These job requirements are reviewed regularly to ensure that they remain valid and objectively justified.

The Church aims to create a culture where Jesus Christ is honoured and his love and mercy are evident in all of our actions and relationships.

3 Implementation

It is the responsibility of the Leadership Team to monitor the effectiveness of this policy, and review it as necessary in the context of our Christian beliefs and mission. The Church Secretary holds the responsibility for ensuring that the policy is up to date and implemented.

Each employee is responsible for their own compliance with this policy. Any breaches will be regarded as misconduct and could lead to disciplinary action. Appropriate training and guidance will be provided to support compliance with the policy.

4 Working in the Community

As the Church works within the community, offering services, activities and facilities, we will:

- Ensure that they are accessible and provided fairly to all people
- Make sure that all service users are treated with respect and dignity, and that their differences are recognised and valued
- Make sure that complaints procedures are easy to use, and that any complaints are dealt with efficiently and promptly.

5 Recruitment

All job vacancies will be advertised internally in the first instance, and/or within the wider Christian Community.

The Church will ensure that all job descriptions and person specifications reflect the requirements of the job. Life experience will be considered for applicants, alongside formal qualifications and work experience. If there is a Genuine Occupational Requirement for the person to be a Christian or male/female, this will be included. Applicants will be assessed against these requirements and their individual ability and fitness for the work, with reasonable adjustments if required.

All advertisements will state that City Life Church is seeking to be an effective equal opportunities employer. A copy of this Equality and Diversity Policy will form part of the application pack, along with a statement of the Church's Core Beliefs.

A criminal record is not in itself a bar to being appointed to any post. Only relevant offences will be taken into account when appointing to a post where a DBS check is required.

6 Training and Promotion

Subject to the requirements of doing their job, all employees will be encouraged to take advantage of relevant training and development opportunities. Where possible, training courses will be within normal working hours. Time off in lieu will be given for any training completed outside of working hours.

It is the responsibility of every individual member of staff to participate in any equality and diversity training that may be provided.

7 Working Conditions

7.1 Disability

The church has disabled access to its premises and will ensure that reasonable adjustments are made for any prospective, or existing employees. We recognise that not all disabilities are related to mobility, and will work to ensure that all prospective and existing employees are equipped and enabled to do their job to the best of their ability.

7.2 Maternity

The church recognises that pregnant women may need changes to their working conditions, and will consider sympathetically any requests for such changes, subject to the operational requirements of the church. Paid time off for antenatal care will be given in line with our Maternity Policy.

7.3 Flexible Hours and Job Sharing

Working hours and arrangements will, wherever possible, be flexible for both full time and part time employees to facilitate the care of children and other dependents. All formal requests for job sharing or part time working will be sympathetically considered, subject to operational requirements. This will apply equally to both men and women.

8 Use of Language

All staff will avoid and challenge the use of language which belittles or demeans others. Where language used has a personal impact on others, and it has been made clear to the speaker that their use of language is unwelcome and/or offensive, disciplinary action may be taken.

9 Bullying and Harassment

No one should be the subject of bullying or other forms of harassment, either in the workplace or in wider church life. If any employee or member of the wider church community feels that they have been subjected to bullying or harassment, which they cannot resolve, they are entitled to make a formal complaint.

10 Dealing with Complaints

All complaints of discriminatory behaviour, including bullying or harassment, will be treated seriously, in line with our Complaints Policy. Particular care is taken to deal fairly with any complaints related to discrimination on the grounds of a Protected Characteristic.

Appendix

‘Protected Characteristic’

refers to sex, sexual orientation, colour, race, nationality or ethnic or national origins, marriage and civil partnership, pregnancy and maternity, disability, age, gender reassignment or religion or belief.