

# Ensign Interpreting

Equal Opportunities Policy

## Summary

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# Equal Opportunities Policy

Ensign Interpreting will at all times encourage and promote policies and practices which ensure equality of opportunity for all freelance staff and clients irrespective of ethnic origin, gender, sexual orientation, religion and disability.

The main aim of this policy is to ensure that no one should receive less favourable treatment on any grounds.

## Responsibility

Ensign Interpreting's Directors have overall responsibility for the creation and implementation of the equal opportunities policy.

Ensign Interpreting encourages all freelance staff to understand and co-operate with the policy.

## Implementation

This policy will be made available on our website. All freelance staff will be made aware of the policy and will be encouraged to read and implement the principles set out in this document.

The policy applies to all areas of our work including interpreting, communication support, training and mentoring.

Although our business model currently means that no staff are employed directly by Ensign Interpreting, this policy will also apply in all areas of employment and recruitment should we engage in those activities at any point in the future.

Should this be the case, all employees and job applicants will be asked to complete a form denoting their sex, race, ethnic origin and any disabilities. Ensign Interpreting guarantees that this form will only be used for the purpose of monitoring the effectiveness of its equal opportunities policy.

## Complaints

Complaints of discrimination must be referred to the Directors of Ensign Interpreting in the first instance. They will ensure that all complaints are investigated and that the complainant receives a written response.

Complaints against registered Sign Language Interpreters, Lipspeakers, Speech to Text Reporters, Mentors and Tutors will be dealt with under the complaints procedures available on our website.

## Positive Action

The composition of our workforce will be monitored. Should inequalities become apparent, positive action will be taken to reduce the imbalance including such measures as:

- advertising jobs in ethnic minority and disability publications as appropriate;
- encouraging under-represented groups to apply for suitable posts;
- making contact with disabled people, faith groups and ethnic minority organisations;
- encouraging the employment of under-represented groups within our sector;
- encouraging under-represented groups to train as Interpreters, other Language Service Professionals, Mentors and Tutors.