

One Parent Families Scotland Policy Information

Employment Policy

1. Priority to Employment of Lone Parents

As an agency working to assist lone parents and their children we feel that people who are lone parents or have had experience as a lone parent have a particularly valuable contribution to make in assisting other lone parents. We therefore have a policy of giving priority to lone parents when making appointments in a situation where candidates are equally qualified to fill a post.

2. Part Time Employment and Job Sharing

One Parent Families Scotland believes that an important way of helping all parents to combine employment and care of their children is for employers to offer part-time hours of employment with equivalent terms and conditions to full-time staff on a pro-rata basis. This is an approach that we aim to promote among all employers, but also one that we adopt in relation to our own staff. In pursuit of this policy full-time posts will normally be open to job-sharing.

3. Flexibility for Staff with Children

- a) Staff with children will be given priority, if possible, for taking annual leave in school holidays, with the agreement of the supervisor.
- b) Where premises and work conditions permit, staff are welcome to bring children to work on a temporary basis in the event of minor illness or breakdown in normal care arrangements.

4. Staff Development

One Parent Families Scotland is committed to a policy of staff development for all its employees. In pursuit of this policy all our projects have a training budget, staff are encouraged to attend relevant courses and conferences, and some in-service training is provided. Individual training needs are monitored through regular supervision and through an annual appraisal system. OPFS has Investor in People Accreditation.

Policy On The Recruitment Of Ex-Offenders

One Parent Families Scotland complies fully with the Code of Practice, issued by Scottish Ministers, in connection with the use of information provided to registered persons and other recipients of information by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for positions of trust. We undertake to treat all applicants for positions fairly and not to discriminate unfairly against the subject of a Disclosure on the basis of convictions or other information revealed.

Equal Opportunities Policy

Statement of Purpose: OPFS is committed to a positive policy of equal opportunity in the delivery of its services and in the employment of staff.

The purpose of this policy is:

- To enable staff to contribute effectively to the success of the organisation and achieve greater job satisfaction
- To develop an organisational culture where everyone feels a personal responsibility for equal opportunities issues
- To ensure that colleagues and customers are valued for their differences
- To create a climate of confidence and one free from hostility

OPFS interprets equality of opportunity in the most inclusive sense, embracing non discrimination based on: age, gender, race, ethnic origin, nationality, religion/belief, culture, disability, learning difficulty, sexuality, sexual orientation (lesbian/gay/bisexual/transsexual), age, marital status, economic status, health status (including where a person has AIDS or a related condition or are HIV positive), parenting/caring responsibilities, political and / or trade union interest or activity, social background or other status. This also applies to those who are on alternative work patterns such as part-time working or job sharing.

OPFS aims to provide equality of opportunity to all in respect of employment, advancement and development, on the basis of a person's ability, qualifications and aptitude for the work. To achieve this we must ensure that OPFS complies with equal opportunities legislation in the areas of gender, race, disability, age, sexual orientation and religious belief.

OPFS aims to provide equality of opportunity to all in respect of the services and programmes we deliver. To achieve this we must ensure that information reach and accessibility issues are considered at all stages of planning and delivery. The mainstreaming of equalities into delivery of services is seen as the clear progression of the development of Equal Opportunities.

The Equal Opportunities Policy of OPFS will be effectively monitored and evaluated, through a review of current systems and procedures, in order to assess real changes across all functions of the organisation.