

The Seaford Community Partnership

DRAFT GREEN HOUSEKEEPING POLICY

PRINTING

The Seaford Community Partnership members and those working for the Seaford Community Partnership, paid or voluntary, will endeavour to use recycled paper and card for printing purposes. The percentage of recycled paper content should be over 50%. Unwanted paper should be kept for printing drafts on the reverse side.

PHOTOCOPYING

The Seaford Community Partnership members and those working for the Seaford Community Partnership, paid or voluntary, will endeavour to use recycled paper and card for photocopying purposes, photocopy on the back of used paper when possible, ie. For faxing, drafts and for own records and to avoid unnecessary copies.

TRAVEL

The Seaford Community Partnership members and those working for the Seaford Community Partnership, paid or voluntary, will endeavour to use public transport or share transport.

HEATING AND LIGHTING

The Seaford Community Partnership members and those working for the Seaford Community Partnership, paid or voluntary, will endeavour to turn off lights and electric office machinery when leaving a room for more than 5 minutes.

CLEANING

The Seaford Community Partnership members and those working for the Seaford Community Partnership, paid or voluntary, will endeavour to purchase environmentally sound products for cleaning

ENVELOPES

The Seaford Community Partnership members and those working for the Seaford Community Partnership, paid or voluntary, will endeavour to use envelopes made from re-cycled paper and to re-use envelopes at least once.

The Seaford Community Partnership
DRAFT
Equal Opportunities Policy

Statement

The Seaford Community Partnership commits itself to uphold the demands of the Race Relations Act (1976), Sex Discrimination Act (1975), the Disabled Persons (Employment) Acts (1944 and 1958) and the Disability Discrimination Act 1995.

The Seaford Community Partnership aims to become an equal opportunities employer. The Seaford Community Partnership is committed to preventing discrimination against lesbians and gay men, people with disabilities, people affected by HIV and on the grounds of race, colour, nationality, ethnic or national origin, sex, marital status, age and religion. The Seaford Community Partnership will take proactive measures to ensure that the equal opportunities policy is implemented and monitored.

The Seaford Community Partnership supports the principle of Equal Opportunities and commits itself to upholding these principles in every aspect of its work and organisation. Consequently, this Policy seeks to implement Equal Opportunities in the areas of:

- monitoring of service to all Clients, individual or corporate.
- ensuring that recruitment of users and the provision of the service reflects special needs, non-discrimination and positive action appropriate to our clients.
- recruitment and selection of staff.
- recruitment, placement and conditions of volunteering.
- conditions of employment.
- recruitment of members.
- recruitment of management committee.
- promoting and publicising the organisation.

The Seaford Community Partnership recognises that implementation of Equal Opportunities Policy is the responsibility of the Board of Trustees, Committees, Staff and Volunteers and anyone else involved in the work of The Seaford Community Partnership. These procedures do not detract from or diminish the opportunities available to all to bring complaints to the notice of the Commission for Racial Equality, the Equal Opportunities Commission or the appropriate Industrial Tribunal.

