This is the Health and Safety Policy for

C2N Software

C2N Software fully accepts its responsibilities under the Act and will:

- Assess the risks in the workplace.
- Have written health and safety procedures
- Ensure that the workplace satisfies health, safety and welfare requirements for ventilation, temperature, lighting and staff facilities.
- Ensure safe and clear access to and egress from the building, including fire exits.
- Regularly check the premises room by room for structural defects, worn fixture and fittings or electrical equipment, and take the necessary remedial action.
- Ensure that all equipment is suitable for its intended use and is properly maintained and used.
- Ensure that all staff is aware of the fire procedure and regular fire drills are carried out.
- Ensure that all members of staff are aware of the procedure in case of accidents.
- Ensure that all members of staff are aware of and carry out their health and safety responsibilities as set out in their job descriptions.
- Ensure that all members of staff are competent to do their tasks, and to give them adequate training.
- Prohibit any contractor working on the premises without prior discussion with the officer in charge to negate any risks to the staff or users.
- To review and revise this policy as necessary at regular intervals.

The Management considers this matter of such importance, that breach of health and safety procedures by staff constitutes misconduct and will be dealt with as a disciplinary matter.

Employees will also be made aware of their responsibilities under the Health and Safety at Work Act and will:

- Take reasonable care of their own health and safety and that of others around them.
- Co-operate with the employer on matters of health and safety
- Use work equipment correctly
- Provide guidance to clients and act responsibly to ensure their health and safety

Review Date :   01/06/2009

This is the Equality and Diversity Policy for

C2N Software

C2N Software accepts that in society certain groups or individuals are denied equality on the grounds of race, gender, marital status, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation and religion/belief or any other factor irrelevant to the purpose in view. We recognise, respect and value diversity in our employees, volunteers and service users.

C2N Software has this policy because it is a people-led organisation that must always ensure it meets the needs of the community through fair and appropriate employment and development of the people who work and volunteer for C2N Software.

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C2N Software welcomes the statutory requirements laid down in

- the Equal Pay Act 1970;

- the Rehabilitation of Offenders Act 1974;

- the Sex Discrimination Act 1975;

- the Race Relations Act 1976 and the Race Relations Amendment Act Feb 2000;

- the NHS Community Care Act 1990;

- the Disability Discrimination Act 1995;

- the Asylum & Immigration Act 1996;

- the Human Rights Act Nov 1998;

- the Employment (Religion or Belief) and (Sexual Orientation) Regulations 2003;

- Age Discrimination Legislation Oct 2006.

C2N Software recognises that it has moral and social responsibilities that go beyond the provisions of the above-mentioned Acts and Regulations, and that it should support and contribute to the wider process of change through all aspects of its work and practices in order to eliminate discrimination and promote equality and diversity.

C2N Software is committed to taking positive steps to ensure that

- all people are treated with dignity and respect, valuing the diversity of all.

- equality of opportunity and diversity is promoted.

- services are accessible, appropriate and delivered fairly to all;

- the mix of its employees, volunteers and management committees reflects, as far as possible, the broad mix of the local population;

- traditionally disadvantaged sections of the community are encouraged to participate in policy decisions about, and the management of the services provided.

01/06/2007

This policy applies to all staff, volunteers, management committee members, users and the general public

1. COMMITMENT

Equality and diversity are central to the work of C2N Software.

C2N Software will treat all people with dignity and respect, valuing the diversity of all. It will promote equality of opportunity and diversity. It will eliminate all forms of discrimination on grounds of race, gender, marital status, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation, religion/ belief, irrelevant offending background or any other factor irrelevant to the purpose in view.

It will tackle social exclusion, inequality, discrimination and disadvantage
For this policy to be successful, it is essential that everyone is committed to and involved in its delivery. C2N Software's goal is to work towards a just society free from discrimination, harassment and prejudice. C2N Software aims to embed this in all its policies, procedures, day-to-day practices and external relationships.

2. AIMS

C2N Software aims to:

- Provide services that are accessible according to need
- Promote equality of opportunity and diversity in volunteering, employment and development
- Create effective partnerships with all parts of our community.

3. OBJECTIVES

C2N Software's objective is to realise its standards by:

- Sustaining, regularly evaluating and continually improving its services to ensure equality and diversity principles and best practice are embedded in our performance to meet the needs of individuals and groups.
- Working together with the community to provide accessible and relevant service provision that responds to service users' needs.
- Ensuring staff, volunteers and trustees are representative of the community served and the employment policies are fair and robust.
- Responding to volunteer's & employees' needs and encouraging their development to increase their contribution to effective service delivery.
- Recognising and valuing the differences and individual contribution that all people make to C2N Software.
- Challenging discrimination.
- Providing fair resource allocation.
- Being accountable.

4. PROCEDURES

Responsibility for Implementation

This policy covers the behaviour of all people employed or volunteering in C2N Software or using the services and sets out the way they can expect to be treated in turn by C2N Software. The overall responsibility for ensuring adherence to and implementation of this policy lies with the staff and the management committee.

Method of Implementation

C2N Software intends to implement this policy by:

- Ensuring that it is a condition of paid employment in C2N Software.

- Ensuring that Management committee, volunteers and users are made aware, understand, agree with, and are willing to implement, this policy. All staff and volunteers will be given a copy of this policy as part of their induction.

- Actively encouraging staff, management committee and volunteers to participate in anti-discriminatory training, and making time and resources available for such training.

- Monitoring the services, publicity and events provided by C2N Software, to ensure that they are accessible to all sections of the population and do not discriminate and taking active steps to ensure that participation is representative.

Monitoring and Reviewing

C2N Software has declared its commitment to establishing, developing, implementing and reviewing a policy of equality of opportunity. Effective record keeping and monitoring, and acting on information gathered, are essential in order to measure effectiveness and plan progress. The management committee will review the policy annually.

Renewal Date :   01/06/2009

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