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Equal Opportunities Policy

WESSEX SHIA ITHNA ASHERI JAMAAT aims to treat all workers, paid and unpaid, fairly and without prejudice. It recognises that all staff, paid and unpaid, contribute to the success of the organisation.

The organisation will identify and challenge any barriers which discriminate, indirectly or directly, against potential or existing members of staff, paid and unpaid, and take positive action to encourage all to develop their full career potential.

Conditions of Service

Every WESSEX SHIA ITHNA ASHERI JAMAAT employee will be issued with an employment contract with full terms and conditions attached. Every employee will be expected to sign their contract as confirmation that they agree to the conditions contained within it.

The staff induction programme should also include a section about equal opportunities - this applies to both paid and unpaid workers.

Working Hours

Working hours for all posts will be agreed by the WESSEX SHIA ITHNA ASHERI JAMAAT Executive Committee who will consider carefully the effects on staff and their work remit. Flexibility in working hours is beneficial to all people, but can be especially beneficial to disabled people and people with caring responsibilities. However, this needs to be balanced against the needs to provide an assured service.

An element of flexitime will be available to all workers but subject to specific core hours, which will usually relate to covering office hours.

Leave (dependents, paternity, adoption, religious holidays etc).

The Executive Committee has agreed the following arrangements for leave. All allowances are pro rata for part time employment.

Annual leave allowance for all post-holders: 25 days pro-rata

Sick leave allowance, calculated on an annual basis: Up to 4 weeks full and 4 weeks half

Maternity and paternity leave entitlements: Statutory minimum

Leave for the Adoption of a new child: Same as statutory minimum above

Religious holidays, including those not accommodated by the Christian calendar and therefore not incorporated into the UK's Bank-Holiday arrangements: 8 public holidays. By agreement these can be taken as required.





Special leave, Parental leave and unpaid leave, to accommodate the needs of people who wish to travel abroad for extended visits to family, or for looking after sick children or are experiencing the breakdown of normal childcare arrangements. Unplanned carers leave – 5 days max pa. Other special leave, by prior agreement with Executive Committee. The Committee will seek to achieve a balance between the operational demands of WESSEX SHIA ITHNA ASHERI JAMAAT and the specific needs of the staff member.

Each member of staff will be issued with a leave card, stating their annual entitlement. Each member of staff will be responsible for updating their annual leave cards.

Annual leave to be agreed by the Executive Committee. 1 month in advance for 1-2 weeks leave and a minimum of 2 months in advance if wishing to take more than 2 weeks. This is to allow planning time prior to leave in view of projects etc. Staff are encouraged to use their leave entitlement within 12 months from their original start date of employment, unless otherwise agreed by the management in exceptional circumstances.

Longer periods of leave must be agreed by the Executive Committee for all members of staff.

Time in Lieu and Lieu taken

All lieu time must be agreed with WESSEX SHIA ITHNA ASHERI JAMAAT Hon. Secretary before taking

Commitment to Implementing WESSEX SHIA ITHNA ASHERI JAMAATS' EOP as a Condition of Employment

All employment contracts for members of staff, paid and unpaid, will include a written expectation that all workers must implement and abide by the organisation's Equal Opportunities policy.

WESSEX SHIA ITHNA ASHERI JAMAAT will ensure that Equal Opportunities are included in contracts of employment. WESSEX SHIA ITHNA ASHERI JAMAAT will appoint a member of the Executive Committee who will be responsible for overseeing the implementation of WESSEX SHIA ITHNA ASHERI JAMAAT'S Equal Opportunities policy and in particular for monitoring the performance of the Hon. Secretary in this respect. This will be undertaken by the Vice President.

The Hon. Secretary will monitor the implementation of the Equal Opportunities policy by all employed staff and unpaid staff.

Redundancies

The Executive Committee will develop a redundancy policy consistent with this Equal Opportunities policy.

Staff Development

WESSEX SHIA ITHNA ASHERI JAMAAT recognises the importance of staff training for the development of the organisation, and the personal development of its employees.

WESSEX SHIA ITHNA ASHERI JAMAAT will endeavour to offer staff appropriate training to meet training needs identified at appointment and in the course of annual performance review.





All new staff, paid and unpaid will have induction training before starting to carry out the duties of their job. This is to ensure that they understand the significance of issues such as race equality legislation, and the importance of actively implementing an equal opportunities policy.

Following their induction period, new staff will meet with their line-manager to assess any immediate training needs. Close monitoring of the new employee during their probationary period will allow the line-manager to assess these needs.

During staff annual appraisals each employee will have the opportunity to discuss their personal development with their line-manager, and request any training needs that they feel would help them to carry out their job to a higher standard.

During team meetings staff can ask about the possibility of attending forthcoming conferences or seminars that are particularly relevant to their area of work. This may apply to the madrasah teachers, resident alim, each of whom will be developing their specialism within the organisation.

Signed by Roshan Gangji, President of Wessex Jamaat

Date Tuesday, February 16 2010

