



Equal Opportunities Policy

The Scottish Council of Jewish Communities is committed to the fair treatment of its volunteers, potential volunteers and users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age physical/mental disability or offending background.

The Council undertakes to treat all applicants for positions fairly. Candidates for posts will be selected on the basis of their skills, experience and ability measured against the published job description and person description

The Council actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates. It will make clear whenever sharing the values of the Council or membership of the Jewish Community is regarded as a genuine occupational requirement.

The Council does not automatically exclude candidates with criminal records, but all application forms and other information will contain a statement that a Standard or Enhanced Disclosure will be requested for successful candidates where it is necessary and relevant to the position sought.

The Council undertakes to conduct interviews at a time and location that will not prejudice the opportunity of any applicant on grounds of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability, or offending background.

At interview the Council will ensure that open discussions can take place on all matters relevant to the post. Failure to reveal information at interview that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Should a conviction be revealed either at interview or on receipt of a Disclosure the Council will take into consideration:-

- Whether the conviction is relevant to the position being offered
- The seriousness of the offence revealed.
- The length of time since the offence took place
- Whether the applicant has a pattern of offending behaviour
- Whether the applicant's circumstances have changed since offending took place.

The Council undertakes to ensure that all reasonable adjustments to working conditions will be made to meet the specific needs of the successful candidate with regard to religion, responsibilities for dependants, or disability.

The Council will ensure that all staff involved in the recruitment process are aware of this policy and have received relevant training and support to implement it effectively.

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