
EQUAL OPPORTUNITIES IN EMPLOYMENT

Policy Notes

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Purpose and Scope

..... (service name) seeks to promote equality of opportunity for all employees or job applicants without reference to race, colour, ethnic origin, nationality, political or religious beliefs, disability, gender, sexual orientation, age or marital status. We will support behaviours and ways of working which ensure compliance with the principles of equal opportunity and diversity and anti discrimination legislation.

These principles and standards are applicable to all permanent, temporary and casual staff and all job applicants. All staff are expected to contribute to the achievement and maintenance of these standards. As an employer we will ensure that all employees are aware of their personal and professional responsibility to support our policy, with particular emphasis being placed on those staff – Directors, Assistant Directors, Team Leaders – with specific responsibility for recruitment, training or employee relations

Policy Statement

No employee or prospective employee should receive unfair or unlawful treatment for reasons specified above. We will seek to identify and address any such discrimination which denies individual opportunity on any of these grounds. To this end employees and job applicants will have the right to lodge a complaint where such discrimination is suspected. In addition we will ensure that the policy is implemented throughout the organisation and evaluated, reviewed and where necessary amended by

- Making the best possible use of the skills and abilities of all our employees
- Promoting and nurturing respect for individual rights and workplace diversity
- Ensuring as far as possible that our services meet the needs of our customers
- Measuring our success in this area against agreed performance indicators

Adherence to Policy

It is the responsibility of management to

- Develop and implement equal opportunity and diversity action plans
- Ensure that the standards established in this and related policies eg workplace stress, harassment and bullying etc are followed
- Report the effectiveness of policies/action plans to the Management Committee/ Governing Council, Proprietor or Owner Operator

All employees must

- Co-operate with measures introduced to promote equal opportunity/diversity
- Not practise or persuade/attempt to persuade others to practise discrimination
- Report any suspected discriminatory acts or practices

- Not victimise others for reporting or providing evidence of discrimination
- Not lobby job applicants in an attempt to discourage them from applying for or accepting a particular job

Breaches of this or related policies will be addressed through the Disciplinary Procedure. Serious breaches such as harassment may be treated as gross misconduct

Complaints

Employees who believe they have been treated unfairly or have concerns regarding the application of this policy should normally make use of the grievance procedure in the first instance.

Prospective employees who believe they have been subjected to unlawful or unfair discrimination during a selection procedure should raise the matter formally in writing with the Director and/or Chair of the Management Committee/Governing Council, Proprietor or Owner Operator

Whilst every effort will be made to resolve complaints via internal mechanisms we recognise the right of employees and prospective employees to pursue a case through the provisions of relevant equal opportunity or anti discrimination legislation.

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