
EQUAL OPPORTUNITIES POLICY

A) STATEMENT OF POLICY

1. The aim of the policy is to ensure no job applicant, employee or volunteer is discriminated against either directly or indirectly on the grounds of
 - Gender, including gender reassignment
 - Marital or civil partnership status
 - Having or not having dependents
 - Religious belief or political opinion
 - Race (including colour, nationality, ethnic or national origins, being an Irish traveller)
 - Disability
 - Sexual orientation
 - Age
2. We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and volunteers will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination. This policy applies to all those who work for (or apply to work for) the organisation.
2. We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees.
3. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
4. We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated. This means that the display of flags, emblems, posters, graffiti or the circulation of materials or the articulation of slogans and songs which are likely to give offence or cause apprehension amongst particular groups of employees or volunteers is prohibited.

B) EQUALITY COMMITMENTS

We are committed to:

- Promoting equality of opportunity for all persons
- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment or victimisation
- Fulfilling our legal obligations under the equality legislation and associated codes of practice
- Complying with our own equal opportunities policy and associated policies
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of the equal opportunities policy as misconduct which could lead to disciplinary proceedings

C) IMPLEMENTATION

The Chief Executive Officer has specific responsibility for the effective implementation of this policy. Each manager also has responsibilities and we expect all our employees and volunteers to abide by the policy and help create the equality environment which is it's objective.

In order to implement this policy we shall:

- Communicate this policy to employees, job applicants, volunteers and relevant others (such as contract workers)

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- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff
 - Provide equality training and guidance as appropriate, including training on induction and management courses
 - Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques
 - Incorporate equal opportunities notices into general communications practices
 - Obtain commitments from other persons or organisations such as agencies that they too will comply with the policy in their dealings with our organisation and our workforce
 - Ensure that adequate resources are made available to fulfil the objectives of the policy.

D) MONITORING AND REVIEW

We will establish appropriate information and monitoring systems to assist the effect implementation of our equal opportunities policy.

The effectiveness of our equal opportunities policy will be reviewed regularly and action taken where necessary.

E) COMPLAINTS

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the Dignity at Work policy and procedure. A copy of this is available in this staff handbook. All complaints of discrimination will be dealt with seriously, promptly and confidentially.