

EQUAL OPPORTUNITIES

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 and victimisation
- Fulfilling all 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 equal opportunities policy as misconduct which could lead to disciplinary proceedings.

The policy is fully supported by The Senior Management Team and has been agreed with workplace representatives.

Implementation

In order to implement this policy we shall:

- Communicate the policy to employees, job applicants and relevant others (such as contract or agency workers)
- 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 (e.g., staff newsletters)
- Obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with the policy in their dealings with our organisation and our workforce.
- Ensure that adequate recourses are made available to fulfil the objectives of the policy.

Monitoring and Review

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

The effectiveness of our equal opportunities policy will be reviewed regularly (at least annually) in consultation with the recognised trade union(s) if appropriate and action taken as necessary. For example, where monitoring identifies an under-representation of a particular group or groups, we shall develop an action plan address the imbalance.

Complaints

Employees who believe that they have suffered any form of discrimination harassment or victimisation are entitled to raise the matter through the agreed procedures (grievance Procedures). A copy of these procedures is available from Gavin Flynn , Managing Director. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal under the following anti-discrimination legislation:

- Sex Discrimination Act 1975
- Disability Discrimination Act 1995
- Race Relations Act 1976
- Employment Equality (Sexual Orientation) Regulations 2003
- Fair Employment and Treatment (Northern Ireland) Order 1998,
- Employment Equality (Age) Regulations 2006
- Equal Pay Act 1970

However employees wishing to make a complaint to a tribunal will normally be required to raise their complaint under our internal grievance procedures first.

Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may result in dismissal.