

Equality Policy

1. Introduction

The aim of this policy is to ensure that no employee or job applicant is treated less fairly because of their religion or belief; race (including ethnic origin, colour, nationality and national origin); age; sex; sexual orientation; gender reassignment; disability; being married or in a civil partnership; pregnancy or maternity or other conditions not justified in law or relevant to the performance of the job.

2. Policy

Every possible step will be taken to ensure individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion, pay and career management are based solely on objective and job related criteria.

The Association recognizes the importance of securing the co-operation of employees and will review the implementation and further development of this policy.

If you suspect there are discriminatory acts or practices you should notify Management of this.

Any allegations or complaints of discrimination in relation to the protected characteristics as outlined in the introduction will be dealt with seriously, confidentially and timely.

We will not tolerate any act of victimisation or retaliation against an employee who has made allegations or complaints of discrimination by another, or provided information about such discrimination. Such behavior may be treated as gross misconduct in accordance with our disciplinary procedure. We would expect our employees to support colleagues who suffer such treatment and are making a complaint.

Serous breaches of any policy that promotes workplace equality may be treated as gross misconduct and could render an employee liable to summary dismissal.

3. Employment Practices

WE will continue to operate our recruitment and selection process, personnel procedures and training provision in order to secure the elimination of direct and indirect discrimination and the provision of equality of opportunity.

There will be regular reviews to maintain good employment practices and those engaged in employment practices will be made aware of the policy, the relevant Acts and their personal liability to law.

4. Sources of Recruitment / Advertising

The recruitment process will result in the selection of the most suitable person for the job in respect of experience and qualifications.

Recruitment publicity will positively encourage applications from all suitably qualified and experienced people. When advertising job vacancies and in order to attract applications from all sections of the community, we will, as far as practicable:

- Ensure advertisement are not confined to those areas or publications that would exclude or disproportionately reduce the numbers of applicants of a particular gender, racial group or age
- Avoid prescribing any unnecessary requirements, which would exclude a higher proportion of a particular gender, racial group or age
- Avoid prescribing any requirements as to marital status

Where vacancies are filled by promotion or transfer, they will be published to all eligible employees in a way that they do not restrict applications from employees of any particular race, gender or age.

We will not recruit new employees solely on the recommendation of an existing employee.

If we consider it necessary to set age limits as a matter of our general recruitment policy or as a criterion of any specific job, the reason for this will be justifiable and non-discriminatory.

5. Selection Methods

The selection process will be carried out consistently for all jobs at all levels.

We will ensure that our Equality Policy is available to all employees and in particular is given to all employees with responsibility for recruitment, selection and promotion.

The selection of new employees will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question.

6. Selection Tests

When selection tests are used these will be limited to questions relating to the particular job and/or career requirements. The tests will measure the individual's actual or inherent ability to do or train for the work or career. Therefore, questions or exercises on matters which may be unfamiliar to racial minority applicants or applicants of a particular sex will not be included in the tests if they are unrelated to the requirements of a particular job.

Any tests that are used will be reviewed from time to time in order to ensure that they remain relevant and free from any unjustifiable bias, either in content or in the scoring mechanism.

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| 7. Applications and interviewing |
| <p>All applications will be processed in the same way. The employee responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application. Wherever possible, all applicants will be interviewed by at least two people and all questions put to the applicants will relate to the requirements of the job.</p> <p>If it is necessary to assess whether personal circumstances will affect the performance of the job (for example, if the job involves unsociable hours or extensive travel), this will be discussed objectively, without detailed questions based on assumptions about race, religion or belief, sex, age, national origin, disability, sexual orientation, marital status, children and domestic obligations or indeed if they are pregnant.</p> <p>At no time will the interview be asked about their health or any disability during the interview process however it is reasonable for the Association to ask whether any adjustments are required to enable them to perform in role should they be successful.</p> |
| 8. Training, Transfer and Promotion |
| <p>We will take such measures as may be necessary to ensure the proper training, supervision and instruction for all line managers in order to familiarize them with the Association's policy on equal opportunities, and in order to help them identify discriminatory acts or practices and to ensure that they promote equal opportunity with in the departments for which they are responsible.</p> <p>All persons responsible for selecting new employees, employees for training, or for transfer to other jobs, will be instructed not to discriminate on gender or racial grounds and on the grounds of the employee's age, disability or sexual orientation.</p> <p>Where a promotional system is in operation, the assessment criteria will be examined to ensure that they are not discriminatory. The promotional system will be checked from time to time in order to assess how it is working in practice.</p> <p>When a group of workers predominantly of one race or sex is excluded from access to promotion, transfer and training and to other benefits, the promotional system will be reviewed to ensure that there is no unlawful indirect discrimination.</p> <p>Where general ability and personal quality are the main requirements for promotion to a post, care will be taken to consider favourable candidates of all races and both sexes with different career patterns and general experience.</p> |
| 9. Pay and Benefits |
| <p>Women and men employed by us are entitled to equal pay if they are undertaking work which is substantially similar or is of equal value to the organisation, unless there are specific and clear reasons unconnected with their sex, which explain and justify any difference in pay.</p> <p>In some cases individuals carrying out similar work may receive different salaries because of seniority, incremental points, qualifications and other such factors.</p> |

You should raise any query or grievance concerning your pay and its evaluation in accordance with the Association's grievance procedure.