

## **General Statement**

IntaPeople recognises that groups and individuals within society face both direct and indirect discrimination (see Appendix A), and that some face discrimination in more than one respect. The company is committed to the promotion of equality of opportunity and to ensure that no individual, group or organisation is discriminated against by the company in its employment practices and in the services it provides. It is the intention of the company to develop and apply procedures and practices that do not discriminate on ground of:-

- Gender
- Sexual Orientation
- Marital Status
- Pregnancy
- Domestic care responsibilities
- Age
- Ethnic origin
- Colour
- Nationality
- Language
- Religious or political belief
- Social or economic background
- Physical or mental disability or sensory impairment
- HIV or Aids

and which provide equality of opportunity for all job applicants and employees.

## **Training**

The company will seek to provide its employees with appropriate training in equal opportunities, cultural and disability awareness and the implementation of this policy. In particular, providing managerial, supervisory and personnel staff, especially those involved with the recruitment and selection process further training to include the following:

- An explanation of the forms discrimination can take (i.e. direct or indirect sexual, racial, age or disability discrimination)
- Information which dispels the myth that only men or women possess characteristics which qualify them for specific types of employment or training
- Guidance on the unreliability of generalised assumptions and prejudices concerning women and men, and the need to avoid basing employment decisions on these assumptions
- The need to assess people on their individual merits and ability to do the job and to avoid letting assumptions about marital status, children and domestic obligations distort objective judgement.

## **Employer/Employee Responsibilities**

It is the responsibility of all employees to accept their own personal responsibility and obligation to respect and act in accordance of the policy but at the same time the company acknowledges that specific responsibilities will fall upon Management.

## **Objectives**

The company has set out the following objectives for the promotion and implementation of the Equal Opportunities Policy.

- (a) No employee should face discrimination, either directly or indirectly, in the recruitment procedure through inadequate or discriminatory advertising, lack of facilities for disabled people and people with sensory disabilities or through discriminatory recruitment procedures. Existing members of staff who become disabled should have the necessary support and equipment to enable them to continue in their post where appropriate.
- (b) Terms and Conditions of Employment should reflect the company's commitment to the Equal Opportunities Policy.
- (c) The company will seek to ensure that their services and staff are accessible to all.

## **Implementation**

Implementation of the Equal Opportunities Policy will ensure that it is active and effective. This section sets out targets and actions for the implementation of the Policy to meet the objectives outlined above.

- (a) The company will seek to provide staff involved in recruitment procedure with equal opportunities training. Staff who have not participated in the training should not be involved in recruitment procedures.
- (b) The importance of the Equal Opportunities Policy will be clearly expressed in the letter of offer.
- (c) Acceptance of the terms of this policy by every employee will be a condition of employment.
- (d) The company acknowledges that unreasonable discrimination against an individual as defined in this policy will be valid ground for grievance.
- (e) Individuals found to be discriminating unreasonably as defined in this policy will be subject to disciplinary action.
- (f) The company will seek to ensure that the services that it offers will promote equality of opportunity.

## **Complaints Procedure**

Any individuals or groups who feel that they have been discriminated against by the company or its staff on the basis of any characteristic laid out in this policy has the right to complain and to have their complaint taken up. Such complaints will be dealt with in line with the principles of the company's Grievance Procedure.

## **Monitoring and Review**

Unless the Equal Opportunities Policy is properly implemented and regularly monitored and reviewed, it will be rendered ineffective. The company's directors will have lead responsibility in respect of this Policy and will report progress and identify targets for the each coming year. The Monitor and Review process will have three distinct stages:

- Gathering information
- Analysing the data collected to identify where there are blocks to equality and why these occur
- Defining the programme of action necessary to overcome any inequalities

and be monitored at every stage including:

- All elements of the recruitment and selection process; job applicants and existing employees;
- Promotion and transfer
- Training
- Terms and conditions of employment
- Work life balance and sexual harassment policies
- Grievance and disciplinary procedures
- Resignations, redundancies and dismissals

## Appendix A

### DEFINITIONS

**Direct Discrimination** occurs when a person is treated less favourably than others in similar circumstances on the grounds of race, colour, national or ethnic origin, sex, marital status, sexuality, disability, political or religious belief, class or age.

**Indirect Discrimination** occurs when a condition or requirement is imposed which adversely affects one particular group or individual considerably more than another and cannot be strictly justified in terms of requirements for performing the job.

**Racial Discrimination** occurs when a person receives less favourable treatment than others in similar circumstances on the grounds of colour, race, nationality (including citizenship), and ethnic or national origin.

**Sexual Discrimination** occurs when a woman receives less favourable treatment than a man in similar circumstances does, or vice versa. This includes the recognition that employment practices for both sexes must have regard to the demands of care of dependents.

**Age Discrimination** occurs when a person received less favourable treatment than others in similar circumstances because of their age – unless objectively justified (example:- it is not justified to expect a 70 year old actor to play the part of a child or youth).

### LEGISLATIONS

Relevant Legislations linked to this Equal Opportunities Policy are:-

- Race Relations Act 1976
- Sex Discrimination Acts 1975 and 1986
- Equal Pay Act 1970
- Equal Pay (Amendment) Regulations 1983
- Disabled Persons Employment Acts 1944 & 1958
- Chronically Sick and Disabled Persons Act 1970 and (Amendment) 1976
- Rehabilitation of Offenders Act 1974
- Employment Protection Act 1975 and (Consolidation) 1978
- Employment Rights Act 1975
- Employment Act 1980 & 1982
- Social Security Act 1986
- Disability Discrimination Act 1995
- Human Rights Act 1999
- The Employment Equality (Age) Regulations 2006