



EQUAL OPPORTUNITIES POLICY

Conradh na Gaeilge Boirche Íochtar

Policy Updated:

October 2022

Review Date:

November 2023

Equal Opportunities Policy

Introduction

Conradh na Gaeilge Boirche Íochtair, which will be referred to throughout this policy as CONRADH NA GAEILGE BOIRCHE ÍOCHTAR, is an Equal Opportunities employer whose primary aim is to provide equality for all employees, whether actual or potential, and to prevent any form of discrimination.

Policy Aim

The aim of this policy is to communicate the commitment of the Board of Trustees and the Leadership Team to the promotion of Equality of Opportunity in CONRADH NA GAEILGE BOIRCHE ÍOCHTAR will rigorously observe the principles and actively pursue the objectives set out in the discharge of their responsibilities so that the policy is fully implemented.

Policy Statement

It is our policy to provide employment equality to all, irrespective of:

- Age
- Sex
- Religious or philosophical belief
- Political opinion
- Race or ethnicity
- Marriage or civil partnership status
- Sexual orientation
- Pregnancy or maternity
- Gender reassignment
- Disability
- Having dependents or not

CONRADH NA GAEILGE BOIRCHE ÍOCHTAR is opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us 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.

We recognise that the provision of equal opportunities in the workplace is not only good management practice; it also makes sound business sense. The Equal Opportunities Policy will help all employees to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

CONRADH NA GAEILGE BOIRCHE ÍOCHTAR will also endeavour to ensure that the workplace and employment policies and practices do not unreasonably exclude or disadvantage those of our job applicants and employees who have disabilities. To this end we will comply with the duty to make reasonable adjustments in relation to such persons. We note that a failure to comply with that duty would be an act of unlawful discrimination.

Equal Opportunities Policy

To whom does this policy apply?

The policy applies to all those who work for (or apply to work for) CONRADH NA GAEILGE BOIRCHE ÍOCHTAR

- Job applicants and potential applicants
- Employees
- Associates
- Contract workers
- Agency workers
- Trainee workers, interns and those on work experience or placements

Employee Responsibilities

CONRADH NA GAEILGE BOIRCHE ÍOCHTAR employees will be required to:

- Comply with the Equal Opportunities Policy;
- Treat with dignity and respect other employees, volunteers, clients, service users, suppliers, associates, etc;
- Not commit any acts of discrimination, harassment or victimisation; such behaviour will be treated as misconduct which may warrant dismissal;
- Discourage acts of discrimination, harassment or victimisation and support any colleagues who suffer such treatment;
- Alert their Line Manager or member of the Leadership Team to any behaviour they believe to be a breach of this policy.

Equality Commitments and Responsibilities

CONRADH NA GAEILGE BOIRCHE ÍOCHTAR is 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 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 (including discrimination, harassment and victimisation) as misconduct which could lead to disciplinary proceedings, including potentially dismissal.

Implementation

The Corporate Services Manager has specific responsibility for the effective implementation of this policy. The Leadership Team also have responsibilities and CONRADH NA GAEILGE BOIRCHE ÍOCHTAR expects all employees to abide by the policy and help create the equality environment which is its objective.

Equal Opportunities Policy

In order to implement this policy, we shall:

- Communicate the policy to all employees through induction, management training, staff team meetings, display on notice boards, included in staff handbook and made known to job applicants;
- Ensure Line Managers are aware of their responsibilities through appropriate training and guidance;
- Ensure appropriate guidance will be provided, especially to those involved in assessing candidates for recruitment or promotion will be provided with guidance in non-discriminatory recruitment and selection techniques;
- Incorporate equal opportunities notices into general communications practices;
- 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 adequate resources are made available to fulfil the objectives of the policy.
- Ensure any accusations of discrimination, harassment or victimisation are treated seriously, investigated thoroughly and where appropriate, disciplinary proceedings will be used.

Monitoring and Review

We will use appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. The provision of equality of opportunity between women and men will be monitored through the collection and analysis of statistical data on the community background, ethnic background, gender, age group, marital status, status as a disabled person of all employees and job applicants. CONRADH NA GAEILGE BOIRCHE ÍOCHTAR will also monitor the workforce composition and undertake periodic reviews as required by Article 55 of the Fair Employment and Treatment (Northern Ireland) Order 1998.

The effectiveness of our policy will be reviewed regularly (at least every two years) by the Leadership Team and Board of Trustees and action taken as necessary. For example, where monitoring identifies an under-representation of a particular group or groups, an action plan will be developed to address the imbalance and monitor the effectiveness of any such plan.

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.

All complaints of discrimination, harassment or victimisation will be dealt with seriously, promptly and confidentially and will be treated as a disciplinary offence where appropriate.

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:

Equal Opportunities Policy

- Sex Discrimination (Northern Ireland) Order 1976, as amended
- Disability Discrimination Act 1995, as amended
- Race Relations (Northern Ireland) Order 1997, as amended
- Employment Equality (Sexual Orientation) Regulations (Northern Ireland) 2003
- Fair Employment and Treatment (Northern Ireland) Order 1998, as amended
- Employment Equality (Age) Regulations (Northern Ireland) 2006
- Equal Pay Act (Northern Ireland) 1970, as amended.

However, CONRADH NA GAEILGE BOIRCHE ÍOCHTAR would encourage employees wishing to make a complaint to a tribunal, to raise their complaint under our internal grievance procedures first.

Every effort will be made to ensure that employees making 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 warrant dismissal.

Definitions

Direct Discrimination - when a person (or organisation) treats or would treat someone less favourably than others on one of the grounds listed above.

Indirect Discrimination - when a policy or practice that applies in the same way for everybody disproportionately affects a group of people who share a protected characteristic and are disadvantaged as part of this group. The policy or practice cannot be justified and there is no legitimate reason for it.

Harassment - where a person engages in conduct which, on a protected ground, has the effect of violating another person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.

Victimisation - when someone is treated less favourably because they have already made a complaint under the relevant legislation, have helped someone else to do so, or alleged that others have committed an unlawful act under the law.