


Policy			
<b>Title: Equality Policy</b>			
Document No.	Version	Status	Effective Date
POL-09	02	Approved	01/09/2020

Document Approvals			
Approver	Print Name	Signature	Date
	Fran Crowell		01/09/2020

## 1.0 Objective

The aim of the policy, in terms of employment, is to ensure that no job applicant or employee receives less favourable treatment on any grounds which cannot be shown to be justified. This applies to Recruitment and Selection, Training, Promotion, Pay and Employee Benefits, Employee Grievances and Discipline Procedures and all Terms and Conditions of Employment.

## 2.0 Scope

The scope of the document applies to all Staff of Remember Us.

## 3.0 Responsibilities

The responsibility for ensuring the provision of Equality of Opportunity rests primarily with Remember Us as an employer. The Board of Directors have particular responsibility to engender respect for difference and to accommodate Diversity where appropriate.

All staff have an important role to play in ensuring Equality of Opportunity throughout Remember Us. It is also recognised that individual employees on behalf of Remember Us have responsibilities in law and are:

1. Required to co-operate with any measures introduced by Remember Us to promote Equal Opportunities.
2. Must not themselves, either directly or indirectly, discriminate against fellow employees or harass or intimidate them in any way.

## 4.0 Policy

### 4.1 Introduction

Remember Us is an Equal Opportunities Employer. As such it is committed to Equality of Opportunity for existing and potential employees. The purpose of this Equal Opportunity/Diversity Policy is to create a workplace which provides for Equal Opportunities for all staff and potential staff and where their dignity is protected and respected at all times.

All persons regardless of Gender, Marital status, Family status, Race, Religious beliefs, Sexual Orientation, Disability, Age, or Membership of the Travelling Community will be provided with equality of access to employment and also encouraged and assisted to achieve their full potential. We will continue to foster a genuine culture of Equality.

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**4.1 Structures**

Remember Us is committed to ensuring that appropriate arrangements are in place for effective implementation, monitoring and review of the policy. This policy will be communicated at every level within Remember Us.

**4.2 Recruitment and Selection**

Remember Us will select those suitable for employment solely on the basis of merit. Any job advertisements, application forms and publicity material will encourage applications from all suitable candidates and will not discriminate intentionally or unintentionally against any group or individual on any unjustifiable grounds. The objective is to ensure that all candidates have Equality of access to all job vacancies.

Where possible and practicable, efforts will be made to ensure that interview panels are balanced and that interviewers are trained to conduct interviews in a non-discriminatory way and that questions will relate to the requirements of the job.

Relevant questions will be asked of all candidates and evaluated in the same way and interviewers will be careful not to ask questions which might be taken as discriminatory.

Selection will be on merit and those who are successful shall demonstrate their suitability for employment according to pre-determined job-related selection criteria which will be consistently applied throughout the recruitment process.

Equality of Opportunity will also include accommodating, where possible, the special needs of individuals to facilitate their participation in the Recruitment and Selection process.

**4.3 Career Development and Training**

Available opportunities for Career Development and Training will be open to all and will not discriminate directly or indirectly on any of the grounds outlined in the Equality legislation. All employees will be provided with every reasonable opportunity to acquire the range of training, skills and experience necessary for their career development.

Opportunities for training and/or promotion will be based on the requirements of the job and career development will be based on people's abilities and merit. Remember Us is committed to a relevant training and career development policy for all staff irrespective of background.

**4.4 Complaints and Redress**

All complaints from employees in relation to employment equality or alleged discrimination will be handled in accordance with grievance procedures. Any

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person who wishes to raise issues concerning alleged discrimination or unfairness should do so in the first instance by contacting a member of the management team.

We are committed to ensuring that all issues concerning alleged breaches of this policy will be dealt with seriously, promptly and with appropriate regard for confidentiality.

**4.5 Harassment and Bullying**

Remember Us is committed to providing a safe and secure working environment that is free of harassment (including sexual harassment) and bullying and within which all members of staff will be treated with dignity and respect. All employees have an obligation to prevent and eliminate bullying and harassment. A specific Bullying and Harassment policy and procedures is in place.

**4.6 Positive Action**

Remember Us is permitted under the Employment Equality Act to take measures to promote equal opportunity for men and women, in particular by removing inequalities affecting women's access to training, promotion and work conditions.

Remember Us may also take measures to reduce or eliminate the effects of discrimination by seeking to integrate the following persons into employment:

- persons over 50;
- persons with a disability;
- Members of the Traveller Community.

**4.7 Review and Monitoring**

Progress in the areas of Equal Opportunities and Diversity will be measured through the continuous monitoring of the implementation of the Equal Opportunities/Diversity strategy. All aspects of this Equality Policy will be monitored and reviewed by Remember Us from time to time.

**5.0 References**

Employment Equality Act

**6.0 Revisions**

<b>Version Number</b>	<b>Description of Revision</b>
01	First issuance of Policy for Equality
02	Review and update of format