

## **Clanmil Housing**

### **Equal Opportunities Policy & Fair Employment Practice**

## **1. Statement of Policy**

Clanmil Housing is committed to ensuring that you are treated fairly during your employment, and that you have equal access to all working practices.

Decisions about job selection, promotion and training will be made objectively accordingly to individual ability and aptitude to the requirements of the job, irrespective of :

- Gender
- Marital status
- Family status (i.e with or without dependants)
- Religious belief
- Political opinion
- Disability
- Race or ethnic origin
- Sexual orientation
- Age

These 9 groups are identified under S75 of the Northern Ireland Act 1998, which requires Clanmil to have due regard to the need to promote equality of opportunity in all functions of the business.

## **2. Definitions**

The law in Northern Ireland defines discrimination as either:

(a) *Direct Discrimination*

This consists of treating a person less favourably than others would be treated in the same circumstances.

(b) *Indirect Discrimination*

This consists of applying a requirement or condition which, even without intent, adversely affects considerably more of one group than another.

(c) *Discrimination by Means of Victimisation*

This consists of treating a person less favorably than others because that person has made a complaint or allegation of discrimination, or has acted as a witness or informant.

### **3. Scope of Policy**

This policy applies to job applicants, employees, tenants, residents and board members.

### **4. Aims of Policy**

Clanmil is committed to:

- Preventing any form of direct or indirect discrimination, harassment, bullying or victimization;
- Promoting equal opportunities for all;
- Promoting a good and harmonious working environment in which everyone is treated with respect and dignity;
- Fulfilling all legal obligations under the relevant legislation and associated Codes of Practice from the Equality Commission;
- Complying with our own policies on Equal Opportunities, Dignity at Work and other associated policies;
- Regarding all breaches of the Equal Opportunities Policy as misconduct under the Disciplinary Policy.
- Allocating housing in line with the Northern Ireland Housing Executive's Common Selection Scheme, to ensure that homes are allocated according to the selection criteria.

### **5. Recruitment and Selection**

The recruitment and selection process must be based solely on merit, using objective, non-discriminatory and work-related criteria in order to ensure that the most suitable person for the job, in respect of experience, abilities and qualifications is finally recruited.

This policy is designed to:

- (a) Ensure that selection criteria are relevant to the job specification for the position, and relevant to the performance of the job;
- (b) Remove discrimination from recruitment and selection processes and ensure that consistent use is made of the recruitment and selection procedures;

### **6. Training, Development and Appraisal**

This Policy aims to ensure that you are trained, promoted and appraised solely on the basis of your ability to perform the duties of your post:

You will have equal and direct access to training and development opportunities relevant to your post and career development in line with this

policy and in accordance with the Association's Training policy and procedures

## **7. Responsibilities**

All employees have responsibility for the implementation and success of this Policy. We expect you to embrace the policy and help create an environment which fosters equality.

It is important for you to understand that prejudice and discriminatory practices are unlawful and unprofessional, and will be treated as a disciplinary offence.

You are encouraged to:

- (a) co-operate with measures introduced to ensure equal opportunities and prevent discrimination;
- (b) promote good relations between yourself and your colleagues and discourage offensive and discriminatory behaviour;
- (c) treat your colleagues and customers with respect and dignity;
- (d) carry out your duties in accordance with this policy.

## **8. Policy Statement on Flags and Emblems**

You are required to comply with the Association's policy on flags and emblems. In line with Clanmil's policy on Dignity at Work, you are not permitted to display of flags, emblems, posters or other similar material, or the circulation of literature, which may give offence or cause apprehension among particular groups of employees or the public.

## **9. Implementation**

In order to implement this policy, Clanmil will :

- Communicate the policy to employees ;
- Incorporate specific duties in relation to implementing the policy into all job descriptions;
- Provide equality training and guidance as appropriate, including training at induction;
- Ensure that we meet our duties under S75 of the Equality Scheme ;
- Ensure that those involved in assessing candidates for recruitment and promotion will be trained in non discriminatory recruitment and selection techniques and given refresher training every three years.
- Ensure that adequate resources will be made available to fulfill the aims of this Policy.

- Incorporate equal opportunities notices into general communication practices.

## **10. Monitoring and Review**

Clanmil has information and monitoring systems in place to assist the effective implementation of this policy. We will monitor applicants and employees to ensure we can fulfill our duties under S75 of the Equality Scheme, and provide annual and 3 yearly information to the Equality Commission for Northern Ireland as required.

If through monitoring we identify an under representation of a particular group or groups, we will liaise with the Equality Commission and consider any action required to address the imbalance. This is known as affirmative action.

## **11. Complaints**

If you believe you have suffered any form of discrimination, harassment, bullying or victimisation, you are entitled to raised the matters under the Dignity at Work Policy or the Grievance Procedure. All complaints will be dealt with seriously, promptly and confidentially.

**EQUAL OPPORTUNITIES POLICY AND FAIR EMPLOYMENT**

**PRACTICE**

I \_\_\_\_\_ have read the  
Association's Equal Opportunities Policy and Fair Employment  
Practice and fully understand the contents.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*To be returned to the Corporate Services Department on completion*