

Donegall Pass Community Forum

3rd Floor

Grove House

145-149 Donegall Pass

Belfast

BT7 1DS

Website: www.donegallpass.org

Tel: 028 90326256 Fax: 028 90245771

Email: dpcf@supanet.com

Registered Charity No.: XR80283

Equal Opportunities Policy

The aim of this policy is to communicate the commitment of Donegall Pass Community Forum's Executive Committee to the promotion of equality of opportunity in the work of Donegall Pass Community Forum.

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

- gender, marital or family status
- religious belief or political opinion
- disability
- race or ethnic origin
- nationality
- sexual orientation
- age

We are opposed to all forms of unlawful and unfair discrimination. All full-time and part-time employees and job applicants (actual or potential) will be treated fairly and selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

We recognise that the provision of equal opportunities in the workplace is not only good management practice, it also makes sound organisational sense. Our 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.

We are committed to:

- preventing any form of direct or indirect discrimination or victimisation
- promoting equal opportunities for women and men
- promoting equal opportunities for people of all religions and none
- promoting equal opportunities for people with disabilities
- promoting equal opportunities for ethnic minorities

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- promoting equal opportunities for people of different sexual orientation
- promoting a good and harmonious working environment where all men and women are treated with respect and dignity and in which no form of intimidation or harassment will be tolerated
- fulfilling all legal obligations under the relevant legislation and associated Codes of Practice
- taking any necessary positive/affirmative action, including setting goals and timetables.

Breaches of our equal opportunity policy and practice will be regarded as misconduct and could lead to disciplinary proceedings.

This policy is fully supported by Donegall Pass Community Forum and has been agreed with all members of staff.

1. Implementation

The Forum Development Worker has specific responsibility for the effective implementation of this policy. Every member of staff also has the responsibility to ensure that this policy is implemented and Donegall Pass Community Forum expects all its members of staff to abide by the policy and help create the equality environment which is its objective.

In order to implement this policy, we will ensure that:

- The policy is communicated to all employees, through induction training, management training, team briefings and made known to job applicants.
- Management is aware of its responsibilities through appropriate and regular training.
- An equal opportunities programme will be developed and will include a range of initiatives, indicating where appropriate affirmative/positive action.
- Appropriate training and guidance will be provided, including training on induction and management courses. In particular, all those involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory recruitment and selection techniques. Consultation will take place with recognised bodies/employee representatives on the implementation of this policy and any amendments to practice.
- An information system will be established to assist the effective implementation of this policy and guidelines will be drafted for assessing the provision of equality of opportunity.
- Adequate funding resources will be sought to fulfil the aims of this policy.

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2. Affirmative action

Where appropriate, lawful positive action measures such as special encouragement in advertisements or special training will be developed. These measures are available to us in certain circumstances, for example where there is an under-representation of a particular group in specific areas of work.

3. Monitoring and review

The provision of equality of opportunity between women and men, irrespective of ethnic background or disability, will be monitored through the collection and analyses of statistical data on the community background, ethnic background, sex, marital status, sexual orientation, family status and status as a disabled person of all full-time and part-time employees and job applicants. We will also monitor our staff composition and undertake periodic reviews as required by Article 55 of the Fair Employment and Treatment (Northern Ireland) Order 1998. Progress on the implementation of this policy and any equal opportunities and affirmative/positive action programmes will be reviewed annually in consultation with recognised bodies/staff representatives. A joint employer/employee equal opportunities committee will be established for this purpose.

4. 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 – outlined in their respective contracts of employment. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

These internal procedures do not replace or detract from the right of the employees to pursue complaints under the Sex Discrimination (Northern Ireland) Order 1976, the Disability Discrimination Act 1995, the Race Relations (Northern Ireland) Order 1997 and the Employment Equality (Sexual Orientation) Regulations (Northern Ireland) 2003 to an industrial tribunal or, under the Fair Employment and Treatment (Northern Ireland) Order 1998, to a Fair Employment Tribunal.

Every effort will be made to ensure that employees making complaints will not

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be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

Date:

Signature: Chairperson

Signature: Treasurer

Signature: Secretary

Signature: Vice Treasurer



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