

## **ACLI-ENAIP EQUAL OPPORTUNITIES POLICY**

ACLI-ENAIP is committed to providing a workplace that is free from unlawful discrimination, harassment and victimization and to ensuring that all employees, job applicants and customers are treated with dignity and respect.

The purpose of this policy is to ensure that no employee, job applicant or customer receives less favorable treatment on the grounds of their gender, marital status, age, race, color, nationality, ethnic or national origins, sexual orientation, gender re-assignment, religion or belief, disability, caring responsibilities or trade union membership or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

### **WHY DO WE NEED THIS POLICY?**

Equality of opportunity leads to best use of talents, skills and knowledge, maximizing the potential of individuals and enhancing the quality of service provided by:

- removing artificial and irrelevant barriers to recruitment, training and promotion
- drawing from the widest pull of possible talent
- assisting in the achievement of business objectives
- promoting a positive working environment, fairness and equal opportunities for all
- ensuring that the structure of the workforce reflects the diversity of the population it serves.

### **IMPLEMENTATION OF EQUAL OPPORTUNITIES**

The overall responsibility for the promotion, co-ordination and review of equal opportunities policies lies with ACLI chairman. Specific responsibility for the practical development and assessment of the policy rests with those staff involved with recruitment and selection, training and development and staff management.

### **RESPONSIBILITY OF THE DIRECTOR**

The director has the responsibility to ensure that discrimination, harassment or victimization is not carried out either by himself/herself or by other members of staff.

### **RESPONSIBILITY OF EMPLOYEES**

Each employee has a responsibility for the practical application of equal opportunities in their day-to-day activities and working relationships with colleagues and customers. Employees should ensure that they do not carry out any acts of discrimination, harassment or victimization.

### **THE LAW**

ACLI-ENAIP recognizes its legal obligation to act within the existing legislation, with particular reference to:

The Equal Pay Act 1970

The Sex Discrimination Acts 1975 and 1986

The Race Relations Act 1976

The Disability Discrimination Act 1995

The Race Relations Act (1976) Amendment Regulations 2003

The Employment Equality (Sexual Orientation) Regulations 2003

The Employment Equality (Religion or Belief) Regulations 2003

The company further supports the spirit and intent of the Codes of Practice accompanying these laws.

We also acknowledge that unfair treatment can occur on grounds such as family and caring responsibilities, age and trade union activity and we extend the principles of equal opportunities to those areas and in line with European directives and forthcoming UK legislation.

## AREAS FOR ACTION

Action will be taken to ensure that this policy is fully implemented.

We will:

- ensure that all our employees are aware of their personal responsibility to behave in a manner which supports our equal opportunity policy by providing awareness training and guidance
- examine and review existing procedures for recruitment and selection to ensure that selection criteria and procedures are objective and relevant and that they provide for individuals to be selected, promoted and assessed solely on the basis of merit and ability to do their job.
- provide training and guidance for all those involved in the recruitment and selection process
- ensure that the equal opportunity policy is integrated into all training concerned with selection of skills, staff assessment and counseling, staff development, customer care and the management and supervision of people on a day-to-day basis
- break down any barriers relating to equality of opportunity to ensure that people who are under-represented realize their full potential
- investigate promptly and fully all complaints of discrimination and harassment and follow with appropriate action

## GRIEVANCE AND DISCIPLINE

Employees who believe that they have been subject to unfair or unlawful discrimination, racial, sexual or religious abuse or harassment, should raise their concern through the grievance procedure. Where such grievances relate to the normal line of supervision or management, individuals may approach the nominated manager.

Unfair and unlawful discrimination, including racial, sexual and religious harassment will not be tolerated and are defined as offences of gross misconduct within the Company's disciplinary procedure. Any such offences will be dealt with under the disciplinary procedure and may lead to summary dismissal from employment.

## MONITORING PROGRESS

The company will examine the effects of this policy and identify areas for action on a regular basis. Data on equal opportunities will be collected and analyzed. The objectives of such monitoring are:

- to identify areas of and reasons for under-representation of particular groups within the workforce
- to assess the effects of employment procedures and practices and identify any unintentional adverse impact on particular groups

- to enable appropriate corrective action to take place, including taking positive action, if appropriate
- to enable the Company to review its equal opportunities policy and amend it where required
- to enable the identification of persistent/ongoing areas of harassment whether by individuals or groups of individuals

#### COMMUNICATION OF EQUAL OPPORTUNITIES POLICY

The policy and areas identified for action will be communicated widely and effectively throughout the workforce and to potential employees

ACLI-ENAIP undertakes to fulfill this intention by ensuring that a copy of this policy is displayed in the workplace. It will be distributed to all existing employees and new employees will receive a copy at the time of their engagement.

