
Equal Opportunities Policy

Turas Training

Approval date: November 2017

Revision date: September 2019

1. Policy Statement

- 1.1. TURAS is fully committed to equality at work and its obligations under the Equality Act 2004.

2. Purpose

- 2.1. This policy outlines TURAS's commitment to the active promotion of equality of opportunity in all its employment policies, practices and procedures, and in its development of all training courses and services.

3. Scope

- 3.1. This Equal Opportunities Policy is TURAS's commitment to equality of opportunity in relation to employment for all employees, volunteers and potential employees, in keeping with relevant legislation.

4. Glossary of Terms of Definitions

4.1. Equal Employment

The Employment Equality Act, 1998 and 2004; the Equal Status Act 2000-2004; and the Disability Act 2005, outlaw direct and indirect discrimination: the treatment of one person in a less favourable way than another person is, has been or would be treated, and victimisation on any of nine discriminatory grounds in all areas relevant to employment: Gender, Marital Status, Family Status, Sexual Orientation, Religion, Age, Disability, Race, and Membership of the Traveller Community.

5. Principles

- 5.1. A core value of TURAS is to include equality as an integral element of its strategies, employment practices and day-to-day work.
- 5.2. The objective is to ensure that no job applicant or employee receives less favourable treatment, directly or indirectly, on any of the grounds set out in the Employment Equality Act, 1998 and 2004, the Equal Status Act 2000 and 2004 and the Disability Act 2005 as outlined above.
- 5.3. Aspects of employment that are covered in the promotion of equality include: advertising, equal pay, access to employment, vocational training and work experience, terms and conditions of employment, promotion or re-grading, classification of posts, dismissal, and collective agreements.
- 5.4. Management at all levels actively supports, encourages and implements equality in the workplace. It will implement a positive and continuing programme of action to make this policy fully effective. All personnel procedures will be reviewed regularly to ensure that individuals are appointed, promoted and treated on the basis of their ability to do the job and their work experience.
- 5.5. It is an obligation on all staff to respect and observe this policy. Breach of any aspect of the Equal Opportunities Policy will be treated as misconduct under the disciplinary procedure.

6. Equal Opportunities and Recruitment and Selection

- 6.1. The objective is to target the widest possible pool of potential applicants and to ensure that all candidates have equality of access to TURAS positions.
- 6.2. Recruitment methods, documentation and all associated publicity material will contain nothing of a discriminatory nature and will encourage applicants from all potential candidates.
- 6.3. All advertisements will contain a positive statement of the organisation's commitment to its equal opportunities policy.
- 6.4. Selection will be on merit and those who are successful shall demonstrate their suitability for appointment according to pre-determined job-related selection criteria which has to be consistently applied throughout the recruitment process.
- 6.5. Equality of opportunity will also include accommodating where possible the special needs of individuals to facilitate their participation in the recruitment and selection process.
- 6.6. All aspects of the recruitment and selection process (job description and person specification; advertising; application forms; short listing; interviewing; pre-employment medical assessment) will be based on the principles of assessing the skills, qualities and attributes of applicants against those which have been determined to be required for effective performance of the job without regards to any of the nine grounds.

- 6.7. All selection interviews will be conducted impartially. Interviewers will not make assumptions about the suitability of candidates for certain type of work based on gender, marital status or any other personal factor not relevant to the requirements of the job.
 - 6.7.1. To avoid the possibility of bias interview boards if at all possible will include members of both sexes.
 - 6.7.2. Questions at interviews will be directed towards assessing the suitability of candidates for the job in question. Where it is essential to assess whether personal circumstances will affect performance of the job, relevant questions will be asked equally of all applicants and the answers evaluated on the same basis for all.
- 6.8. Whilst TURAS will not use positive discrimination to change the composition of an unbalanced workforce, it may use positive action such as advertising vacancies in publications aimed at under-represented groups.
- 6.9. In some exceptional circumstances a person's sex may be a genuine occupational qualification. Where there is a genuine occupational requirement this should be noted in the job requirement. In such circumstances particular should be got from the Equality Commission prior to designing jobs to designate jobs with genuine occupational requirements.

7. Employing Former and Current Drug and Alcohol Misusers.

- 7.1. Current and former drug and alcohol misusers should not be overlooked with regards to employment by reason of their substance misuse alone. Applications will need to be considered on an individual basis taking into account the type of work the individual will be undertaking, the extent of the drug and alcohol misuse and its current status. The principle of ensuring that the individual is competent to do the job will be the main issue.
- 7.2. Services should state clearly the expectations they have for their employees and the organisations drug and alcohol on the workplace policy.

8. Training

- 8.1. It is an integral part of this commitment that all staff is given equal access to appropriate training. Therefore training will be available equally to all relevant staff with no category excluded. Selection for training will be made without regard to the nine categories identified above.
- 8.2. Management will ensure that all members of the organisation are informed regularly of the organisations commitment to equal opportunities. Management will also provide training on equal opportunities issues as appropriate.

9. Advancement and Promotion

- 9.1. Management will ensure that all staff is aware of career/promotional opportunities.
- 9.2. Promotion will be determined solely from objective criteria based on the person's performance and ability to do the job.
- 9.3. Employees will be informed of and encouraged to pursue personal/career development opportunities without assumptions about their mobility or possible length of future service.

10. Working Arrangements

- 10.1. Efforts will be made to enable staff to combine their work and family responsibilities. Leave of Absence, Parental Leave and Job Sharing have a significant contribution to make in this respect.

11. Language

- 11.1. TURAS will demonstrate its commitment to equal opportunities by using non-discriminatory, non-sexist language.

12. Monitoring

- 12.1. Management is responsible for monitoring the effectiveness of and making recommendations for change to this Equal Opportunities Policy