



***KARE Policy on Equal Opportunities/Diversity in the Workplace***

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KARE POLICY DOCUMENT				
<i>Policy Owner: HR Manager</i>				
<i>Rev. No.</i>	<i>Approved by Heads of Units/ OMT</i>	<i>Approved by KARE Board</i>	<i>Launched Heads of Units</i>	<i>Operational Period</i>
Rev. 2	March 2006	May 2006	May 2006	May 2006 – April 2020
	Nov. 2015 <small>(following review – no change to policy)</small>		<small>Informed of policy review and no change Feb 2016</small>	
Rev 2.1	February 2020	May 2020	May 2020	May 2020 -

## **1. Background to this policy**

Equal opportunities/diversity in the workplace is about creating a culture that seeks, respects, values and harnesses difference and acknowledges the varying needs that people have, depending on whether they are younger or older, male or female, have a disability, have family responsibilities, are of different ethnic backgrounds, etc. A positive, open and accommodating workplace generates an atmosphere which fosters high morale for a diverse range of staff and maximizes the opportunity for them to reach their potential and contribute to high quality service delivery.

This policy is underpinned by The Employment Equality Act, 1998 - 2015 and the Equal Status Act 2000. The Employment Equality Act 1998 - 2015 promotes equality of opportunity in employment by making discrimination and harassment in employment unlawful on the following grounds:

- Marital Status
- Family status
- Race
- Religion
- Age
- Disability
- Sexual orientation
- Gender
- Membership of the Traveller Community

## **2. Aim of Policy**

The aim of this policy is to ensure that equality and diversity is an integral part of all our employment policies and practices and that the dignity of all those covered by this policy is respected and protected at all times.

## **3. Scope of Policy**

The policy applies to all KARE staff, Community Employment (CE) participants, Local Training Initiative (LTI) participants, volunteers, board members, students, and all applicants who apply for employment within our services.

This policy also applies to the behavior of managers and all staff, advertising of jobs, recruitment and selection, work experience, terms and conditions of employment, training and development, opportunities for promotion, conditions of employment and performance review procedures. This overall policy is supported by the Dignity at Work policy and Disciplinary and Grievance procedures.

## **4. Details of the policy**

KARE will ensure that all those working in KARE are treated equally, irrespective of gender, marital status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller

community, in terms of recruitment and selection, pay, conditions, training, work experience and opportunities for career progression.

KARE is committed to the active implementation of this policy and will ensure that equal opportunities/diversity is integral to all its HR policies and training. It will also ensure that Managers are educated to enable them to take responsibility for equal opportunities/ diversity in the workplace and for promoting an equal opportunities/diversity culture.

#### **4.1. Recruitment & Selection**

- 4.1.1 The objective of the recruitment process is to ensure that all candidates, both internal and external, have equality of access to positions in KARE.
- 4.1.2 Recruitment methods, documentation and advertisements will contain nothing of a discriminatory nature and will encourage applications from all potential candidates.
- 4.1.3 Selection will be on merit and those who are successful will demonstrate their suitability for appointment 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.
- 4.1.4 All aspects of the recruitment and selection process will be based on the principle of assessing the skills, qualities and attributes of applicants against those required for effective performance of the job without regard to any of the nine grounds.

#### **4.2. Training & Work Experience**

- 4.2.1 Staff, volunteers, CE & LTI participants and students on work experience/placement will be afforded the opportunities to develop full and rewarding careers and will be provided with opportunities to acquire a range of training, skills and experience to assist them in their career development.
- 4.2.2 Where practicable, training and experience will be provided in a manner which will facilitate equality of access for all those applying for training and work experience and they will be selected for training or work experience without regard to any of the nine grounds.
- 4.2.3 Nobody will be denied access to training because of any of the nine grounds.

#### **4.3. Career Progression**

- 4.3.1 Through performance management, staff will be encouraged to develop and progress within KARE and conditions governing access to internal vacancies will not discriminate, directly or indirectly, on any of the nine grounds. Selection will be decided on objective criteria that are relevant to the objectives of the job and will not be influenced by any of the nine grounds.

#### **4.4. Conditions of Employment**

- 4.4.1 Staff will not be discriminated against with respect to their conditions of employment because any of the nine grounds.
- 4.4.2 Induction will be used as an opportunity to discuss with new staff any special needs they may have arising from one of the nine grounds and to explore how these needs may be accommodated.
- 4.4.3 Where practicable, measures will be taken to accommodate special needs arising from disability, race, family status or any other characteristic covered by the nine grounds.

#### **4.5 Role of Manager**

- 4.5.1 All staff play an important role in ensuring equality of opportunity throughout the organisation. Managers have particular responsibility for promoting respect for difference and for accommodating diversity where appropriate.

#### **4.6 Dignity at Work**

- 4.6.1 The importance of ensuring that all staff, Community Employment and Local Training Initiative programme participants, volunteers and students are treated with dignity and respect will be actively promoted and the Dignity at Work policy will be communicated to all in KARE so that they are aware of their responsibilities for ensuring a safe working environment for all.