



Equal Opportunities Policy

1. General statement of policy

- 1.1. All individuals should be valued equally and therefore given every opportunity to fulfil their maximum potential and to take their place successfully in a democratic and multi-cultural society.
- 1.2. Multi-Cultural Family Base is committed to the development of anti-discriminatory practice and will strive to eliminate discrimination on the grounds of gender, marital status, disability, race, colour, religious belief, political belief, sexuality, nationality, ethnic origin, age, and trade union activity, responsibility for dependants or employment status.
- 1.3. The policy acknowledges the validity of existing anti-discrimination legislation and codes of practice applying in the employment field and will apply it to all the present and prospective employees and volunteers.

1.4. The main aims of this policy are:

- a) To promote equality of employment opportunities
- b) To eliminate discrimination in employment
- c) To provide positive action measures where appropriate and not prohibited by legislation.
- d) To apply relevant supportive employment procedures and practices and develop appropriate training programmes.
- e) To provide a means of monitoring equality of opportunity in the provision of services.

2. Responsibilities of Multi Cultural Family Base as an Employer:

- 2.1. It is the responsibility of the Multi Cultural Family Base as an employer to formulate and adopt an equal opportunities policy.
- 2.2. The responsibility for ensuring the full implementation and monitoring of the equal opportunities policy rests with the Multi-Cultural Family Base Board.

2.3. The Board will have the responsibility for:

- a) Ensuring that the monitoring of this policy is carried out
- b) Reviewing and developing employment procedures and practices
- c) Providing guidance and information

2.4. Multi Cultural Family Base makes the following commitments to ensure the effectiveness of this policy.

- a) To ensure that Multi Cultural Family Base's policy is made known to all employees job applicants.
- b) To provide training and guidance for all employees.
- c) To examine and regularly review employment procedures and practices with a view to promoting equality of opportunity and eliminating discrimination.
- d) To monitor policy effectiveness on a regular basis and to identify possible areas requiring action.
- e) To promote the provision of services by Multi-Cultural Family Base in an anti-discriminatory manner in terms of the aims of the policy.

3. Responsibilities of Employees of Multi-Cultural Family Base:

3.1 Individual employees at all levels have responsibilities in law and in terms of the policy for assisting in the prevention of discrimination.

3.2 In particular, individual employees:

- a) Are required to co-operate with measures introduced by Multi-Cultural Family Base to promote equal opportunities and to eliminate discrimination.
- b) Must not themselves discriminate against other employees, management or trade unions to practice discrimination.
- c) Must not induce or attempt to induce other employees, management or trade unions to practice discrimination.
- d) Are required to draw to the attention of the Board any suspected discriminatory acts or practices.
- e) Must not victimise any individual who has made a complaint or who has provided information about discrimination.
- f) Must not harass abuse or intimidate other employees on any groups or otherwise act in a discriminatory manner.
- g) Must ensure that no actions are undertaken in their dealings with members of the public, which could be held to be discriminatory in terms of the policy.

3.3 Discriminatory acts, either covert or overt, committed by employees will normally result in disciplinary action being taken.

4. Employment Procedures and Practices

- 4.1 Multi-Cultural Family Base will pursue the employment procedures and practices designed to promote equal employment opportunities and eliminate discrimination and regularly review their effectiveness.
- 4.2 In particular, the following areas will be reviewed and procedures and guidelines developed to ensure that they comply with the principles of the policy.
 - a) Recruitment and selection (including placing of advertisements, content of application forms, selection criteria, short listing, interviewing, promotions and transfer)
 - b) Training and development(including training facilities, training information and publicity, training needs identification, selection criteria and training provision)
 - c) Grievance, dispute and discipline (including discrimination, victimisation and harassment)
 - d) Terms and conditions of employment (including arrangement of hours of work, pay grades and structures, redeployment and transfer arrangements to meet special needs)
 - e) Termination of employment (including retirement and voluntary severance)

5. Monitoring

- 5.1 Multi-Cultural Family Base will develop and maintain procedures and systems for monitoring the progress of the equal opportunities policy in practice.
- 5.2 This will involve the collection of relevant information and statistics on the composition of the workforce and job applicants including the undertaking of an equal opportunities audit of the workforce.
- 5.3 The composition of the workforce and job applicants will be monitored primarily by means of information obtained from employees and job applicants through voluntary self-classification in the following areas.
 - a) Gender
 - b) Marital status
 - c) Disability
 - d) Ethnic origin
 - e) Age

- 5.4 Any such information collected will be used solely for monitoring purposes. Arrangements will be made to protect the confidentiality of such information during its collection and retention.
- 5.5 The information obtained throughout the monitoring process will assist in the initiation of positive action programmes, which can work towards achieving equality objectives.

6. General

- 6.1. Multi-Cultural Family Base's equal opportunities policy extends to groups which are not specifically covered by anti-discrimination legislation.
- 6.2 The policy intends that the elimination of discrimination in the employment field be related to discriminatory actions, which are either unlawful, unfair or inappropriate.
- 6.3 The Multi-Cultural Family Base's policy does not detract from the individual's rights. The policy does not prevent any individual from pursuing their contractual rights through internal or external appeals procedures or from pursuing their statutory rights through any body, which deals with the enforcement of the particular legislation.

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