

Equal Opportunities Policy

The aim of this policy is to communicate the commitment of the Board of Trustees to the promotion of equality of opportunity. As an organisation we aim to have a harmonious working environment.

Scope

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

- Gender Reassignment
- Sex
- Religious belief or political opinion
- Disability
- Race (including colour, nationality, ethnic or national origins, being Irish Traveller)
- Pregnancy and Maternity
- Sexual orientation
- Age
- Marriage and Civil Partnership

ATG are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees/volunteers and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds.

Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively without unlawful discrimination.

We are committed to:

- Preventing any form of direct or indirect discrimination or victimisation
- Promoting equal opportunities for all persons
- Promoting a good and harmonious working environment where all persons are treated with respect
- Fulfilling all legal obligations under the relevant legislation and associated Codes of Practice
- Complying with our own equal opportunities policy and associated policies

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

Implementation

We will ensure that:

- The policy is communicated to all volunteers/members of staff, through our staff handbook and induction training
- Managers, co-ordinators, team leaders are aware of their responsibilities through appropriate training.
- Appropriate training and guidance will be provided. In particular, all those involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory recruitment and selection techniques
- Adequate resources are made available to fulfil the aims of this policy

Affirmative Action

Where appropriate, lawful positive action measures such as special encouragement in advertisements will be developed.

Monitoring and Review

ATG will monitor our workforce composition and undertake periodic reviews as required by the Fair Employment Monitoring Regulations (NI) 1999.

Complaints

Every effort will be made to ensure that volunteers/members of staff making complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

Employees/Volunteers who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through ATG's Grievance procedures. A copy of these procedures is available from Management. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

In addition to our internal procedures, employees/volunteers have the right to pursue complaints of discrimination to an industrial tribunal or the Fair Employment Tribunal under the following anti-discrimination legislation:

- Sex Discrimination (Northern Ireland) Order 1976, as amended
- Disability Discrimination Act 1995
- Race Relations (Northern Ireland) Order 1997, as amended
- Employment Equality (Sexual Orientation) Regulations (Northern Ireland) 2003
- Fair Employment and Treatment (Northern Ireland) Order 1998, as amended
- Employment Equality (Age) Regulations (Northern Ireland) 2006
- Equal Pay Act (Northern Ireland) 1970, as amended

However, employees wishing to make a complaint to a tribunal will normally be required to raise their complaint under our internal grievance procedures first.