

EQUAL OPPORTUNITIES POLICY & PROCEDURE

Introduction

IAC is committed to equal opportunities both as an employer and a service provider. IAC will ensure that all its staff are aware of equal opportunities and the part staff members play in achieving equality. IAC recognises the provisions of the Equality Act 2010.

No employee or potential employee shall receive less favourable treatment or consideration on the grounds of their 'protected characteristics', which include age, disability, gender identity / reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, and pregnancy and maternity. Nor will they be disadvantaged by any conditions of employment that cannot be justified as necessary on operational grounds.

IAC is committed to develop a programme of activity designed to promote equal opportunity. IAC will ensure that its services are equally accessible to all members of the community and will not tolerate discrimination, harassment or victimisation towards anyone connected, or who comes in contact, with the organisation.

This policy, in conjunction with IAC's Equal Access Policy and Procedures, sets out the steps that must be followed to ensure that this is achieved.

Publicity and Advertisements

IAC will continuously publicise its equal opportunities and equal access policies in publicity material, including the web site, in information about services and with related organisations.

Job Descriptions

Job descriptions will be reviewed when vacancies arrive regularly to ensure that the criteria for appointment, and the requirements of the job are a genuine occupational requirement and that they are non-discriminatory against any particular group within the community.

Application Forms

Standard application forms will be used in all instances to ensure that applicants have the facility to offer themselves for employment in a standard manner and to comply with Safer Recruitment Principles.

Recruitment and Selection

IAC shall appoint, train and develop on the basis of merit and ability. IAC will consider any reasonable adjustments that may be needed for a disabled candidate to fulfil the requirements of a particular role and further advice will be sought before the final decision is made.

The selection decisions in respect of short-listing and appointment shall be recorded and retained.

IAC is committed to Safer Recruitment; further information can be found in the 'Guidance on Safer Recruitment' document.

IAC Policies

All IAC policies are reviewed to ensure they are non-discriminatory against any particular group within the community as part of the wider policy review process.

Implementation

Employees, volunteers and trustees have individual responsibility for the practical application of the equal opportunities policy. Each employee, volunteer or trustee has a duty, both morally and legally, not to discriminate against individuals or groups, which extends to the treatment of members of the public. IAC will not tolerate discrimination by any of its employees.

Any employee, volunteer or trustee who believes that they have been unfairly discriminated against should follow the Grievance Procedure.

Appropriate action under the Disciplinary Procedure shall be taken against any employee, volunteer or trustee found to have committed an act of discrimination.

Any member of the public who believes that s/he has been disadvantaged in his or her access to IAC services is invited to make a complaint to the agency, following IAC's Complaints Procedures.