

EQUAL OPPORTUNITIES POLICY

Dedicated to the creation of an entirely non-discriminatory working environment

DADI is an equal opportunities organisation and dedicated to the creation of an entirely non-discriminatory environment. The aim of our policy is to ensure that no one receives less favourable treatment on grounds of their sex, disability, race or creed.

We aim to: -

- a. Ensure that all conditions and requirements reflect our commitment to equal opportunities.
- b. Ensure that all staff receive fair and equal treatment irrespective of sex, disability, race or creed.
- c. Select, recruit, develop and promote the very best people, basing our judgement solely on their suitability for the job.
- d. Maintain a working environment free from sexual and racial harassment and intimidation.
- e. To ensure equal pay is adhered to at all times and where appropriate.

Managers have an important part to play in the area of equal opportunities, given their involvement in the employment and management of staff and will, therefore, be held accountable for the operation of this policy within their area of jurisdiction. For the purpose of this policy, a person's: -

“sex” shall include gender and marital status

“race” shall incorporate colour, nationality, citizenship and ethnic origin

“creed” shall be defined as a statement of beliefs and principles, including religion and social and economic class

DADI recognises two forms of discrimination. Direct and Indirect:

Direct discrimination:

When a person is treated less favourably on the grounds of their sex or race. It would generally be unlawful, therefore, to advertise for a particular sex or race.

Indirect discrimination:

When an unjustifiable requirement or condition is applied which, in theory, applies to everyone but which in practice, has a disproportionately adverse effect on one particular group.

Discrimination by way of the following is also unlawful: -

Victimisation:

When a person is treated less favourably than another because he/she: -

- a. Has made allegations about discrimination;
- b. Has brought proceedings under the legislation;
- c. Gave evidence or information in connection with proceedings under the legislation

Segregation:

It is unlawful to segregate anyone on the grounds of race or gender.

Likewise, it is unlawful to comply with discriminatory instructions, or to instruct or put pressure on another person to discriminate or to assist an act of discrimination.

Harassment:

Any form of racial or sexual harassment is unlawful. The following statement offers detailed information.

SEXUAL AND RACIAL HARASSMENT

We are committed to a policy that fully supports the rights and opportunities of all people to seek, obtain and hold employment without discrimination. Sexual and racial harassment are forms of discrimination which constitutes unlawful behaviour contrary to the sex Discrimination Act and the Race Relations Act Additionally, improper and inappropriate behaviour of this nature lowers morale and interferes with work effectiveness.

Harassment may take many forms. It can range from extremes, such as violence and bullying to less obvious actions, like ignoring someone at work. However, whatever the form, it will be unacceptable behaviour on the recipient and not the intent of the perpetrator that is the determining factor.

- If you are subjected to sexual or racial harassment, you should seek advice from your manager who will deal sympathetically but objectively with such complaints. Alternatively, you may contact our HR Manager.
- If the matter remains unresolved, formal complaints should be made through the organisation's grievance procedure. Should the harasser be the person that would normally hear the stage one grievance, it would be appropriate for it to be heard at the second stage.
- As with any grievance, such matters will be dealt with in the strictest confidence.
- In all cases of complaint of sexual or racial harassment, the racial and sexual harassment form must be used.

Any staff found to have subjected another to sexual or racial harassment is liable to action under the organisation's disciplinary procedure.

Similarly, any staff found to have made frivolous or malicious allegations of sexual or racial discrimination will be liable to action under the disciplinary procedure.

PROCEDURE

The success of this policy is dependent on the cooperation and commitment of all staff.

The organisation will, therefore, ensure that Managers receive appropriate training so that they are fully aware of the objectives of this policy and their responsibilities under the law.

Training

- All staff, irrespective of sex, disability, race or creed, will be encouraged to take advantage of training opportunities.
- 'On' and 'Off' the job training will be delivered consistently to all categories of staff.
- The training needs of part-time staff will receive equal priority to the needs of their full-time counterparts.

Development

- All appraisal forms will measure job performance and identify training needs.
- The guidelines in relation to external recruitment apply equally when dealing with internal vacancies and career development.
- Ability and personal qualities must be the main criteria for promotion and all groups with differing backgrounds and similar ability should be considered. The greater the cross section of candidates assessed, the less potential for discrimination.

RECRUITMENT AND SELECTION

In all recruitment literature, DADI emphasises the fact that it is an equal opportunities organisation. Therefore, it is important that the policy is promoted in practice throughout the whole recruitment process, from advertising through to interviews and selection.

- Advertising must not discriminate in anyway. Job titles which have strong associations with a particular sex will not be used.
- Telephone screening, making assumptions about a person based on their accent or gender, will not be used.
- Word of mouth reconsiderations must not be used as the sole method of selection as it could perpetuate discriminatory practices which may exist.

Where used, all application forms and selection tests must not discriminate and be consistent in the promotion of equal opportunities. Only these forms and tests should be used in the selection process.

These forms and tests will be reviewed regularly to ensure that they remain relevant and free from any unjustifiable bias.

- It is unlawful to discriminate unfairly on the basis of information presented in application forms - questions that relate to ethnic origin and gender are for statistical monitoring only and not for selection purposes.

- When compiling a short list of candidates for interview, assumptions about women's objectives, attitudes and talents or about the public's attitude to any ethnic minority, will not be taken into consideration.

INTERVIEWS

- Questions ask at the interview will relate to the individual's ability to meet the requirements of the job. Areas of concern for example, unsociable hours or travel commitments, will be discussed objectively without making assumptions based upon an individual's sex, race or disability.
- When inviting applicants for interview, they should be asked if any special arrangements are needed.

RECORD KEEPING

In order to analyse the progress of the equal opportunities programme, the organisation operates a monitoring process.

Information regarding ethnicity, sex, marital status and disability is recorded.

The equal opportunities monitoring will be carried out by the Human Resources Department

DISCIPLINARY/GRIEVANCE PROCEDURE

Any type of discrimination or harassment, including race, religion or belief, colour, sex, age, national origin, disability will not be tolerated.

Any staff found to have acted against the principle of this policy will be liable to disciplinary action.

Individuals with complaints about discrimination should be encouraged wherever possible to use the internal procedures for resolving grievances.

Shiela Nakiranda, Director
Date Signed: January 2023