




gwerth mewn gwahaniaeth
delivering on distinction

Menter Môn

Equal Opportunities Policy

MM-WP-HR-004

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Related Documents	
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Glossary of Terms and Definitions	
Term	Definition



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1. Introduction / Purpose

1.1 Scope of this document

Menter Môn recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the organisation's position on equal opportunity in all aspects of employment, including recruitment and promotion, and provides guidance and encouragement to employees at all levels to act fairly and prevent discrimination as defined by the Disability Discrimination Act 1995.

Menter Môn fully supports the principle of equality of opportunity in full-time, part-time and sub-contracted employment and in the fulfilment of its objective as a community, rural and economic development agency in Ynys Môn and Gwynedd.

It opposes all forms of discrimination on the grounds of language, race, colour, nationality, ethnic or national origin, religion, gender, marital status, sexual orientation, medical condition (including people living with HIV or AIDS), disability, responsibility for dependants and age (except when complying with age or other statutory requirements) or political affliction. It is in the best interest of Menter Môn and its employees to ensure that the attributes, talents and skills available throughout the community are recognised when employment and / or development opportunities arise.

To this end, the overriding principle is that the best applicant should fill vacancies, and that beneficiaries in the economic community should be selected according to merit. Every possible step will be taken to ensure that staff, potential staff, and potential beneficiaries of Menter Môn's activity in the field are all treated equally and fairly and that all decisions related to recruitment, selection, promotion, training and career development, grant aid and development opportunities are based solely on objective criteria. Through this Menter Môn ensures the most effective use of its human and fiscal resources, and disposes of them in a manner, which provides equitable access to the beneficiary community.

Managers and Lead Officers are responsible for implementing this policy within their operational fields. However, irrespective of their job or level within the organization, all employees are personally and individually responsible for ensuring that they read, understand and act in accordance with the principle of equality of opportunity in employment and operation as outlined in this policy. Failure to do so may result in disciplinary action.

1.2 Out of this document scope

Menter Môn

2. Policy

2.1 Policies relevant to this document e.g. legal requirements

Disability Discrimination Act 1995



2.2 Policies used in conjunction with/used as guidance for this document

n/a

2.3 Policies this document has been written to comply with

n/a

3. Translation Risk Assessment

Action taking precedence	Translation / Approval (delete as appropriate)
Translation deadline	dd/mm/yyyy
Reasoning for deadline and precedence	All members of Menter Môn Staff need to be able to understand this policy thoroughly, therefore translation takes precedence.

4. Roles & Responsibilities

It is the policy of Menter Môn to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation, or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.

The organisation recognises that adhering to the Equal Opportunities Policy combined with the relevant employment policies and procedures, maximises the effective use of individuals in both the organisation's and employees' best interests. Menter Môn recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.

The application of recruitment, training, and promotion policies to all individuals will be based on job requirements and the individual's ability and merits.

All employees of the organisation will be made aware of the provisions of this policy.

Discrimination can be direct or indirect. Both forms of discrimination must be avoided.

Direct discrimination occurs when one person is treated less favourably than another on grounds relating to sex, race, marital status, age, disability, sexual orientation, or religion.

Indirect discrimination occurs where a requirement is imposed which can be complied with by a smaller proportion of persons of a particular sex, race, marital status, disability, age,



part-time or fixed term contract status, sexual orientation, or religion, than persons in another group and which is not objectively justifiable in the given situation. Examples include seeking job applications only from persons less than 27 years of age and with five years' post-graduate experience; demanding technical qualifications for a job, which are not strictly necessary; sending only full-time employees on training courses.

5. Procedures

5.1 Resources

Recruitment and promotion: applicants for posts, grants, community, business, or individual development opportunities shall be given as much clear and accurate information as possible about posts through advertisements, job descriptions, person specifications and interviews to enable them to assess their own suitability for a post, a grant or development opportunity. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation, or religion.

Recruitment literature and / or calls for participation in development projects shall not imply that there is a preference for one group of applicants unless there is a genuine qualification imposed by legislation (in employment cases) or economic justification (in operational cases), in which case this must be clearly stated. Recruitment drives, appeals for participation in projects and opportunities for subcontracting shall be aimed at as wide a group of suitably qualified and experienced people as possible.

All vacancies will be circulated internally.

All applicants shall be informed that Menter Môn encourages equal opportunities and operates an equal opportunity policy. Such information may be conveyed on advertisements, job descriptions or application forms.

All personnel specifications for posts, and all potential beneficiary calls for development opportunities shall include only requirements that are necessary and justifiable for the effective performance of the job or project, as requirements that are convenient, rather than necessary, may be discriminatory.

All interviews shall be thorough, conducted on an objective basis and shall deal only with the applicant's suitability for the job and ability to fulfil job requirements. Where it is felt to be essential to ask about an applicant's domestic commitments it is important to explain reasons for asking such questions, to ask them in a way which they can be reasonably answered, to ask similar questions of all candidates and to relate the answer purely to the job requirements. Similarly, in dealing with development opportunities for outside bodies, individuals and businesses, questions, which have direct relevance to the opportunity in question, will not include discriminatory factors e.g. the age or sex of a farmer applying for a grant.

All employees shall be encouraged to discuss their career prospects and training needs with their Lead Officer and Managing Director. All employees, during the course of their daily



duties, are charged with the task of engaging fairly with all potential beneficiaries who make enquiries and for imparting information relative to a development opportunity fully and coherently and without prejudgement.

Employment: Menter Môn will not discriminate based on sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions. Menter Môn will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.

All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

These procedures fall under the responsibility of the Resources Director.

5.2 Competence, Training

Employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

Encouragement shall be given to all employees to take full advantage of training opportunities directed towards assisting the employee's development within the company, enabling them to undertake a new role within the context of the company's organisational and business objectives and policies.

5.3 Operational Control

5.4 Communication

For this Policy to be effective, prompt, and accurate communications must exist throughout the company. Members of staff in a line management or supervisory position therefore have a responsibility to ensure that information which they may receive is disseminated to those working within their area of responsibility to whom it may be relevant and ensure that it is acted on appropriately. The principal means of communicating safety information to staff is through the company's Intranet notice board or via e-mail or Internal memo.

5.5 Emergency Preparedness

n/a

5.6 Monitoring/measuring compliance with this document

It is the responsibility of the Equality and Diversity Champion in conjunction with the HR Department to ensure that all aspects of this policy are kept under review and are operated throughout the organisation.



The Equal Opportunities Policy along with other Company policies will form part of the induction process. Department Managers and Lead officers will ensure that all employees and sub-contractors within their operational field are aware of the policy and understand their role in its implementation.

Where it appears that applicants/employees are not being offered equal opportunities, circumstances will be investigated to identify any policies or criteria that exclude or discourage certain employees and, if so, whether these are justifiable.

5.7 Non-compliance with this document

To meet the company's objectives, it is essential that all staff and management are kept updated on this policy. This will be through the medium of email, training, or verbal communication.

Where specific legal requirements exist, compliance with these is mandatory.

5.8 Records

Menter Môn emphasises that discrimination is unacceptable conduct, which may lead to disciplinary action under the organisation's Disciplinary Procedure.

Any complaints of discrimination will be pursued through the organisation's Grievance Procedure.

Records are made of each complaint and stored in the complainant's HR folder.

Appendix

6. References