

# Equal Opportunities Policy

## Human Resources

19<sup>th</sup> June 2023  
Confidential



# Equal Opportunities Policy

## 1. Scope

- 1.1.1 This statement is applicable to all policy and practice associated with the company's role as an employer. Most particularly it applies to recruitment and selection, employee training, and development and promotion.

## 2. Related Documentation

- 2.1.1 Equality Act 2010
- 2.1.2 Northern Ireland Act 1998, Section 75
- 2.1.3 Reference should be made to other supporting policies and procedures of the Human Resources department.

## 3. Terms and Definitions

- 3.1.1 HR: Human Resources

## 4. Context or Purpose

### 4.1 Purpose

- 4.1.1 The Company is committed to applying positive action and promoting best employment equality practice in its efforts to eliminate discrimination and create working environments where all are treated fairly and with respect.

## 5. Responsibility

- 5.1.1 The HR Manager is responsible to oversee the implementation of this Policy and for monitoring compliance with this Policy.
- 5.1.2 Department managers must ensure suitable and sufficient arrangements are in place to

implement this policy within their sphere of responsibility.

## 6. Policy Principles

### 6.1 General

- 6.1.1 The Company will take action to ensure that anyone who works for the company, or who applies for a job with the company, will not be treated less favourably than someone else because, for example, of their:

- Religious beliefs
- Political opinion
- Sex
- Sexual orientation
- Marital status
- Age
- Race
- Disability
- Trade union membership or non-membership
- Being a part-time or fixed term worker

- 6.1.2 The company recognises that individuals or groups who face discrimination on the grounds of one or more of the above characteristics can potentially experience greater disadvantage.

### 6.2 Principles

- 6.2.1 Portview believes that:
- All people should have an equal chance to apply for and be considered for jobs.
  - Some people miss out on job opportunities because of their background.
  - Some people have the wrong ideas about what other people can or cannot do.
  - Some people require more support to compete equally with others.
  - Harassing or discriminatory behaviour is not acceptable.





- Peoples' differences should be valued and made the most of.
- Clients of the company are best served by a workforce that reflects the local community.

### **6.3 Employers Responsibilities**

**6.3.1** As an employer Portview aim to achieve equality of opportunity in its employment by undertaking to:

- Comply fully with and implement legal requirements set out in relevant legislation and guidance provided in Codes of Practice.
- Create a neutral working environment that promotes fair and equal opportunities.
- Plan, implement, and monitor the equal opportunities policy.
- Ensure all employees know about the policy and that incidents of victimisation, discrimination, harassment, and bullying, are disciplinary offences within the company.
- Provide training and guidance to all employees to make sure they understand their duties under the law and under the policy.
- Implement and regularly review employment procedures and change them where they are found to be actually or potentially discriminatory.
- Take disciplinary action against any employee who is in breach of the equal opportunities policy.
- Develop and implement positive action initiatives corporately and within departments aimed at redressing the under-representation of particular groups who experience discrimination in the labour market.
- Ensure that Terms and Conditions of employment can accommodate access needs and flexible working practices.
- Provide procedures, support, and guidance, for employees and job applicants to make a complaint who believe they have been treated unfairly.
- Provide facilities for any worker who believes he/she has been discriminated against to raise the matter through the appropriate procedure.
- Recognise and adopt best practice on all employment matters.

- Ensure that the Company's recruitment and selection procedures outlined below are consistent, provide equality of opportunity, and are seen to be fair by all workers and job applicants. Selection will be based on ability to do the job in question.

**6.3.2** Job descriptions and personnel specifications will be used for each post in question.

**6.3.3** All vacancies will be advertised as widely as possible.

**6.3.4** Any advertisement for a vacancy in the Company will clearly define main duties and necessary requirements for the post in question.

**6.3.5** All job applicants will be required to complete an application form which will be accompanied by a request for a voluntary statement on community background for the collection of equal opportunity data. This monitoring form will not be included as part of the formal application but will be retained separately and will not be used as the basis for any employment decision.

**6.3.6** Shortlisting for interviews will be based upon job-related criteria. Where appropriate, job-related tests may be used.

**6.3.7** Written assessments will be made on each individual interviewed and reasons for acceptance or rejection recorded.

**6.3.8** Portview commits itself to keep under review the operation of this Equal Opportunity Policy to take account of changing circumstances and adopt appropriate affirmative action measures if necessary.

**6.3.9** Portview will carry out the statutory periodic review of employment procedures and practices as required under Article 55 of the Fair Employment Statement (NI) Order 1998.

### **6.4 Employees Responsibilities**

**6.4.1** Employees are required to:





- Comply with and promote this Equal Opportunity Policy and avoid unlawful discrimination.
- Not help others unlawfully discriminate.
- Co-operate with other procedures and practices that complement this Equal Opportunity Policy.
- Report any suspected discriminatory actions.
- Report any suspicions of harassment or bullying taking place.
- Not victimise people because they have made a complaint or have been involved in a complaint of harassment or discrimination.
- Seek guidance on matters of equality, and best employment and practice, when they are unsure of the best course of action.

## 6.5 Review and Consultation

**6.5.1** Every three years the company will aim to consult as widely as possible with clients and employees on improving the effectiveness of this policy. Every attempt will be made to make this a meaningful process and the diversity of contributions to this consultation will be valued by the company. The review will be followed by effective action where this is required.

## 6.6 Making a Complaint

**6.6.1** A person wishing to make a complaint about any matter where they feel the actions of the company or any of its employees or representatives falls short of the commitments made in this Policy, should write to the Company Director of the Department involved (or contact them in any other way accessible to them), describing the nature of their concerns. The Company Director will ensure appropriate action is taken.

## 6.7 Northern Ireland Applicable Legislation

**6.7.1** Section 75 and Schedule 9 to the Northern Ireland Act 1998 came into force on the 1<sup>st</sup> January 2000. It places a statutory obligation on employers to carry out their various functions relating to Northern Ireland having due regard to the need to promote equality of opportunity between:

- Persons of different religious belief, political opinion, racial group, age, marital status, or sexual orientation
- Men and women generally
- Persons with a disability and persons without
- Persons with dependents and persons without.

**6.7.2** In addition, without prejudice to this obligation, Public Authorities are also required to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion, and racial group.

## 7. Management Review

**7.1.1** This policy shall be reviewed at least annually during management review or as required by changes to applicable legislation, incidents, or working practices.

Signature:

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*Simon Campbell*  
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Simon Campbell, Managing Director

