



Equality and Diversity Policy

The Northern Ireland Commonwealth Games Council (NICGC) wishes to secure genuine equality of opportunity in all aspects of its activities. This applies to job applicants, employees, volunteers and users or providers of goods, facilities or services attaching to NICGC. The policy will be implemented within the framework of current legislation.

Policy

The NICGC recognises that in our society groups and individuals have been and continue to be discriminated against. The NICGC is committed to achieving Equal Opportunities in all aspects of its work.

The NICGC will aim to ensure that no volunteer or employee, either current or potential, is discriminated against either directly or indirectly on the grounds of identity including age, gender, sexual orientation, ethnicity, race, colour, nationality, community background, religion, disability, caring responsibility, class, education, employment status, political opinion or unrelated criminal conviction (this is not an exhaustive list).

The NICGC believes that volunteers should not be excluded from any opportunity without due reason. The NICGC is committed to a programme of action to make this Equal Opportunities Policy effective. Our policy aims to ensure that no job applicant, employee or volunteer, or user/provider of goods, facilities and/or services attaching to NICGC :

Receives less favourable treatment on the grounds of identity (see above)
Is disadvantaged by conditions or requirements, which cannot be shown to be justifiable.

We will ensure that selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

Volunteers will not be discriminated against in the advice and support they are given; each volunteer will be judged on his/her own merits. The NICGC will actively encourage and support young people to participate in the planning and implementation of their work.



Recruitment and Selection

It is the intention of the organisation that recruitment and procurement decisions are based solely on the relevant merits and abilities of candidates. The organisation will require, therefore, that those involved in staff selection and volunteer recruitment do not discriminate, whether directly or indirectly, in the making of those decisions.

All applicants for posts with the organisation shall be given as much clear accurate information in advertisements, job descriptions and interviews as necessary to enable them to gauge their suitability for the post.

Recruitment literature shall not imply that there is a preference for one group of applicants unless this aspect of identity is relevant to the post and specific exemption from equal opportunities legislation has been sought.

Vacancies will be aimed at as wide a group of suitable candidates as possible.

Application forms shall be as clear as possible and shall not be phrased in too narrow or restrictive terms. The application form will be free of personal questions, including those about marital / family status.

All applicants and prospective volunteers shall be informed that the organisation operates an Equal Opportunities Policy. Such information will be conveyed in all application forms and advertisements. A copy of the Policy Statement will be provided to all job applicants and prospective volunteers.

The Staff or Management who conduct the recruitment interviews will be trained to take an unbiased approach regardless of the applicant's identity, and to ask only questions, which relate to the job or volunteering opportunity, that are non-discriminatory. Questions relating to the following topics will not be asked at interviews - marriage plans, marital status, occupation of spouse, number and age of children, family intentions, religious or political beliefs, age, race/nationality, sexual orientation.

Training

Training and development opportunities will be given to any employee/volunteer to discuss career development and training with the Board.

Every attempt is made to ensure learning materials, where possible, portray positive images of people while also reinforcing anti-discriminatory language and images of all individuals and groups.

Equal opportunities will be considered in all activities and resources. It is crucial that all volunteers, competitors and spectators are able to participate and enjoy the activities without discrimination. The NICGC will actively encourage members of groups from all sectors of the community to offer themselves for election to join the committee and/or other decision making or advisory sub committees.



Decision Making Processes

We aim to broadly reflect the make up of the community in our decision making processes and will actively encourage members of minority groups to be involved in the decision making processes.

If the management committee or decision making processes should be found to be unrepresentative, the NICGC may consider co-options or reserved places for those who can make a special contribution. This will be fully discussed by all management committee members and will operate with due regard to existing anti-discrimination legislation.

Consideration will be taken when arranging any meeting to ensure that it is as accessible as possible.

Monitoring, Review and Responsibility

The Board will be responsible for implementing the equal opportunities policy. This may be delegated to a sub group (HR and personnel sub-committee). The co-ordinator will report to the group or committee.

Any complaint or grievance should be made to the co-ordinator who will refer the matter to the chair of the organisation.

The equality and diversity policy will be reviewed annually. All aspects of the policy are monitored as an ongoing practice. An annual review will be carried out by the NICGC management and approved by the Board.



Complaints

Employees and Volunteers who believe they have been subject to any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures. All complaints of discrimination will be dealt with seriously, promptly and in complete confidence.

In addition to our internal procedures, employees 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, as amended
- 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.

The organisation will make every effort to ensure that staff or volunteers making complaints will not be victimised. Any complaint of victimisation will also be dealt with seriously, promptly and in complete confidence and may result in disciplinary action against the offender which may lead to suspension or dismissal.

Name:.....

Signed:

Date:.....