



etbi

Education and Training
Boards Ireland
*Boird Oideachais agus
Oiliúna Éireann*

EQUAL OPPORTUNITIES

POLICY

*For all staff in
Education and
Training Boards
Ireland*

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Document Reference Number	HR031 Equal Opportunities Policy
Implementation Date	01 June 2021
Review Date	31 st May 2023
Next Review Date	31 st May 2023
DES Circular Letter	ETBI is commitment to equality, diversity and inclusion at work and promoting an integrated workplace
Date approved by ETBI Board	6 th July 2021

Equal Opportunities Policy for all staff in Education and Training Boards Ireland

This policy must be brought to the attention of all staff employed directly by Education, Training Boards Ireland (ETBI), through an agency to ETBI and seconded to ETBI, including those on approved leave of absence.

ETBI will provide this policy to all staff through appropriate means (e.g. direct correspondence, SharePoint, CPD, induction and mentoring programmes and/or on the ETBI website).

Any queries in relation to the ETBI Probation policy should be communicated to internalpolicies@etbi.ie in the first instance.

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I. PURPOSE

- 1.1 The Education and Training Boards Ireland (ETBI) is fully committed to the provision of equality of opportunity and is opposed to all forms of unlawful and unfair discrimination. The ETBI actively promotes an ethos of equality and recognises that positive action is necessary to achieve this.
- 1.2 This policy is designed to ensure that all ETBI's procedures and practices operate in a manner that is consistent with our commitment to equality of opportunity. We do not discriminate against individuals on grounds of gender, race, age, disability, sexual orientation, family and marital status, religious belief and membership of the Traveller community.

2. AIMS AND OBJECTIVES

- 2.1 The overall aim of this policy is to promote equality all ETBI staff including secondment staff and to create an environment which respects the diversity of all members of the ETBI community¹.

- 2.2 The specific objectives are:

To ensure that all individuals are recruited, selected, promoted, and otherwise treated solely on the basis of personal merit and the application of relevant selection criteria. All related policies and procedures will be operated in a manner that reinforces this commitment.

To create a working and learning environment in which all members of the ETBI community are treated with dignity and respect. The ETBI is committed to providing an environment that is free from any form of harassment, bullying or victimisation.

To create a working environment which facilitates the reconciliation of a healthy work-life balance while you continue to support our ETB members and stakeholders.

3. IMPLEMENTATION

- 3.1 To ensure that the policy is fully implemented ETBI will:

Communicate the policy to all members of the ETBI community. This will include briefing and awareness sessions for all employees and the dissemination of the policy widely. This may include displays on notice boards, use of a web page and including the statement in all employment advertisements, marketing literature, induction material and the ETBI prospectus.

Provide appropriate resources to ensure that the policy is fully implemented.

4. RESPONSIBILITY

- 4.1 Every member of the ETBI Community has a responsibility to abide by the policy and contribute to its effective implementation. Contravention of the policy may be subject to disciplinary action through the agreed procedure.

5. RECRUITMENT AND SELECTION

- 5.1 The ETBI is committed to recruiting and promoting solely on the basis of personal merit and on the ability to meet the selection criteria for a particular post. It will seek to ensure that all procedures are adhered to in a manner that is consistent with the ETBI's commitment to equality.
- 5.2 Specific guidelines on the recruitment and selection process will be produced and will be disseminated to all those involved in the process. The ETBI will ensure that all those involved in

¹ *ETBI Community members include members of the governing body, staff, ETBs, service providers, guests and customers.*

Recruitment and selection are aware of their responsibilities under the relevant employment legislation and the ETBI's policy on equality.

6. DIGNITY AT WORK

- 6.1 As part of its overall commitment to equality, the ETBI respects the dignity of all members of the ETBI community as reflected in the ETBI's Dignity at Work policy and procedures.

7. WORK-LIFE BALANCE PRACTICES

- 7.1 The ETBI has put in place a range of flexible working arrangements to assist employees in reconciling family/life and work/study responsibilities. This may include special leave, part-time work, flextime, job-sharing and career breaks where practicable.

Particular efforts will be made to ensure that all employees have equal access to flexible work arrangements.

8. IMPLEMENTATION

The following implementation process is invoked.

1. Monitoring and Review

ETBI will monitor and review the operation of this policy.

2. Grievance

Those who believe that they have suffered any infringement of their rights under this policy are entitled to raise the matter through the defined grievance and dignity at work procedures. All complaints of discrimination will be taken seriously and pursued with due diligence.

3. Legal Interpretation

This Equality policy constitutes a statement of intent on the part of the ETBI. However, its provisions save to such extent as may be required by law, shall not constitute a legally binding or enforceable commitment, contract or agreement whether express or implied.

9. REVIEW OF POLICY

- 9.1 There will be a review of this policy two full years after its introduction or earlier if deemed necessary by ETBI management.

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