



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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DES Circular Letter	ETBI is committed to equality, diversity and inclusion at work and promoting an integrated workplace
Date approved by ETBI Board	6 th July 2021

I. PURPOSE

- 1.1 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. 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 for all ETBI staff including secondment staff and to create an environment which respects the diversity of all members of the ETBI community (ETBI Community members include members of the governing body, staff, ETBs, service providers, guests and customers).

- 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 are 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. 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 includes 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 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 seeks to ensure that all procedures are adhered to in a manner that is consistent with ETBI's commitment to equality.

5.2 Specific guidelines on the recruitment and selection process are produced and disseminated to all those involved in the process. ETBI ensures that all those involved in the recruitment and selection are aware of their responsibilities under the relevant employment legislation and ETBI's policy on equality.

6. DIGNITY AT WORK

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

7. WORK-LIFE BALANCE PRACTICES

7.1 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, flexible time, job-sharing and career breaks where practicable.

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

8. EMPLOYMENT WITH PEOPLE WITH DISABILITIES

8.1 ETBI is committed to providing equality of opportunity to people in all aspects of employment. This includes ensuring that people with disabilities have full access to employment, training, promotion and career development in ETBI.

8.2 ETBI, in keeping with its promotion of equality of opportunities in the employment and selection of staff, will not discourage those with disabilities. Decisions to appoint a job candidate will be based on that candidate's abilities vis-à-vis the competence,

qualifications and qualities needed to carry out the role. All offers of employment are subject to a pre-employment health screening.

- 8.3 ETBI is committed to providing a safe working environment for all employees. ETBI will ensure that any reasonable accommodations are made that will enable employees with a disability to carry out their duties efficiently and effectively.
- 8.4 ETBI will provide equal access to training and development for employees with disabilities, and will also ensure that, where possible, employees with disabilities are facilitated in making a full contribution, through the alteration of work stations and the adjustment or modification of equipment.
- 8.5 All employees have a duty to ensure that provisions in relation to staff with a disability are adhered to. ETBI is committed to ensuring that all employees receive training in this regard.
- 8.6 In addition, ETBI is committed to:
- developing positive measures to encourage the recruitment, development and retention of disabled people and to make every effort to ensure the continued employment of any employee who becomes disabled while working for our organisation;
 - developing the skills and potential of employees with disabilities to the full and offer training and promotion opportunities according to their abilities and potential;
 - working with employees to regularly review work practices to ensure they do not exclude people with disabilities;
 - including in recruitment advertising a clear statement encouraging people with disabilities to apply and a commitment to interviewing all qualified candidates with disabilities;
 - being recognised by the community as one which provides good employment opportunities for people with disabilities;
 - performing a comprehensive access audit on company premises to ensure our workplace is accessible for everyone;
 - taking into consideration the special needs of customers, suppliers, job candidates and other visitors to the workplace.

9. IMPLEMENTATION

The following implementation process is invoked.

1. Monitoring and Review

ETBI monitors and reviews 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 are taken seriously and pursued with due diligence.

3. Legal Interpretation

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

10. REVIEW OF POLICY

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