

AA012 Equal Opportunities Policy



Equal Opportunities Policy

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1. Policy

- 1.1 Brídhaven is committed to an active equal opportunities policy from recruitment and selection, through training and development, appraisal and promotion to retirement.
- 1.2 It is the policy of Brídhaven to promote an environment free from discrimination, harassment and victimisation, where everyone will receive equal treatment regardless of age, race, colour, gender, marital status, religious or political beliefs, sexual orientation, disability or membership of the travelling community.
- 1.3 All decisions relating to employment practices will be objective, free from bias and based solely upon work criteria and individual merit.
- 1.4 Brídhaven is responsible to the needs of its employees, residents, suppliers and the community at large, and we are a Nursing Home that uses everyone's talents and abilities and where diversity is valued.
- 1.5 Employees equally have a personal responsibility to comply with this policy. This includes maintaining acceptable standards of behaviour at all times towards colleagues, residents, clients and suppliers alike.

2. Procedure

2.1 Recruitment and Selection:

Brídhaven is an equal opportunities employer and endeavours to ensure that each stage of the recruitment and selection process provides all candidates with an equal opportunity of success.

2.2 Vacancies are advertised regularly and all employees are encouraged to compete for any vacancies/promotion within the Nursing Home for which they possess the relevant qualifications, ability, experience and potential. Job requirements will relate to the actual duties of the post. Recruitment and promotional material will indicate the Nursing Home's commitment to equal opportunity.

2.3 Selection for a position is based solely on the application of objective criteria related to qualifications, experience, ability and potential and also having regard to the requirements of the job and the standards required by the Nursing Home both now and in the future. All selection methods, whether interview or other means, are designed to afford all candidates an equal opportunity of success.

3. **Training and Development**

3.1 It is the policy of Brídhaven to ensure that all staff are given equal access to suitable training and development opportunities. All staff will be advised equally of all suitable training and educational opportunities.

4. **Harassment:**

4.1 Brídhaven recognises that employees are entitled to have their dignity respected while at work. All employees will have access to a copy of the organisation's Harassment Prevention Policy and can be assured that harassment complaints will be investigated sensitively and confidentially.

5. **Grievances:**

5.1 Breaches of the Equality Policy will be investigated internally through the normal grievance procedures.

6. **Language:**

6.1 Recognising the part played by sexist language and sex role stereotyping in the conditioning of attitudes, we are committed to a policy of non-discriminatory language and references in all documents and publications, both internal and external, produced by Brídhaven. The representation of people in photographs will also be included in this policy. Words which have no gender, e.g. "person" and "applicant" and/or language which specifically refers to both genders e.g. "he/she" will be used as far as possible unless otherwise genuinely required for the position.

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7. Document Revision Record:

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