



EQUAL OPPORTUNITIES POLICY (EOP-05)

CHANGE HISTORY

Revision	Chapter	Description of Change	Date
1	All	Update of Handbook	01/02/2016
2	All	Update of Handbook	30/06/2018
3	All	Update of Handbook	30/07/2019
4	All	Update of Handbook	30/09/2020
5	All	Update of Handbook	30/09/2021

INTRODUCTION

The EIMF is committed to equal opportunities policy and practice and will ensure that all employees and service users, both actual and potential, are treated equally and as individuals regardless of age, disability, ethnic or national origin, gender, marital or parental status, political belief, race, religion or sexual orientation.

This equal opportunities policy will be implemented across all aspects of the organisation's work:

- the appointment of members to its Board of Management or Committee;
- the appointment of staff, their conditions of service and employment procedures;
- all dealings with the public and service users.

BOARD OF MANAGEMENT / COMMITTEE

The EIMF will aim to ensure that the Board of Management/Committee of the organisation is representative of the community and users which it serves. The Board of Management/Committee will be responsible for ensuring that the equal opportunities policy is properly implemented, monitored and reviewed. The members of the Board of Management/Committee will aim to undertake equal opportunities training.

STAFFING/VOLUNTEERING

The EIMF will ensure that no job applicant, employee or volunteer receives less favourable treatment than another on grounds of age, disability, ethnic origin, marital or parental status, political belief, religion, gender or sexual orientation.

The EIMF is committed to undertaking open recruitment and selection procedures and wherever possible all vacancies will be advertised and fair and equitable shortlisting and interview processes will be followed. Employees of and volunteers working with the organisation will be informed of the equal opportunities policy and receive training on equal opportunities issues as appropriate.

The EIMF will also ensure that the changing and developing needs of staff and volunteers are recognised and appropriate adjustments made to working conditions and/or training provided.

The EIMF operates disciplinary, grievance or complaints procedures which all staff will be appraised of. Behaviour or actions against the spirit and /or letter of the equal opportunity laws, on which this policy is based, will be considered serious disciplinary matters.

PUBLIC AND SERVICE USERS

The EIMF aims to make its services accessible to as wide a range of the public as possible and in order to achieve this will take steps to remove barriers which prevent potential audience, participants members and users from having equal access to the organisation's activities. This will include:

- ensuring that activities take place in venues and premises which are accessible to disabled people,
- providing facilities for disabled people to enable them to participate fully in activities e.g. induction loop, interpreters
- ensuring that the design of publicity material takes account of the needs of disabled people both in terms of print, format, information on access;
- encouraging and enabling people from underrepresented groups to attend and participate.