

**EQUAL OPPORTUNITIES POLICY**

**Policy**

- 1 The aim of this policy is to communicate and emphasise the commitment of the Board and Chief Executive to the promotion of equality of opportunity by the Construction Industry Training Board. It affirms that both management and staff will rigorously observe the principles and actively pursue the objectives set out in this statement. CITB will ensure that the policy is fully implemented.
- 2 It is CITB's policy to provide employment equality to all, irrespective of:
  - Gender including gender reassignment
  - Marital or civil partnership
  - Having or not having dependants
  - Religious belief or political opinion
  - Race (including colour, nationality, ethnic or national origins, being an Irish Traveller)
  - Disability
  - Sexual orientation
  - Age
- 3 CITB is opposed to all forms of unlawful and unfair discrimination. All employees and job applicants (actual or potential) will be treated fairly and selection for employment, promotion, learning and development or any other benefit will be on the basis of aptitude and ability.
- 4 CITB recognises that the provision of equal opportunities in the workplace is not only good management practice, but also makes sound business sense. CITB's equal opportunities policy will help all employees to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
- 5 CITB is committed to:
  - promoting equality of opportunity for all persons
  - promoting a good and harmonious working environment
  - preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment or victimisation
  - fulfilling all legal obligations under the equality legislation and associated codes of practice
  - complying with our own equal opportunities policy and associated policies
  - taking lawful affirmative or positive action, where appropriate
  - regarding all breaches of equal opportunities policy as misconduct with could lead to disciplinary proceedings

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- 6 This policy is fully supported by senior management and has been agreed with NIPSA Trade Union.

### **Implementation**

- 7 The Chief Executive has specific responsibility for the effective implementation of this policy and the Human Resources Manager for its day-to-day operation. Each director and line manager also has responsibilities and CITB expects all of its staff to abide by the policy and help create an equality environment.

- 8 In order to implement this policy, CITB will ensure that:

- The policy is communicated to all employees, through induction training, equality awareness refresher training, divisional meetings, display on noticeboards and inclusion within the Employee Handbook. Additionally the policy will be included within application packs for job applicants.
- Senior managers and line managers are aware of their responsibilities through appropriate and regular training.
- Commitment is obtained from other persons or organisations such as self employed service providers that they will comply with the policy in their dealings with our organisation, staff and trainees.
- An equal opportunities programme will be developed and will include a range of initiatives, indicating where appropriate affirmative/positive action, with targets and timetables.
- Appropriate training and guidance will be provided to staff, including training through induction and management courses. In particular, all those involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory recruitment and selection techniques.
- Consultation will take place with NIPSA on the implementation of this policy and any amendments to practice will be negotiated.
- An information system will be established to assist the effective implement of this policy.
- Adequate resources are made available to fulfill the aims of this policy.

### **Affirmative Action**

- 9 Where appropriate, lawful positive action measures such as special encouragement in advertisements or special training will be implemented. These measures are available

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to us in certain circumstances, for example where there is an under-representation of a particular group.

### **Monitoring and Review**

- 10 CITB will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy.
- 11 Progress on the implementation of this policy will be reviewed annually in consultation with NIPSA.

### **Complaints**

- 12 Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through CITB's Grievance Procedures which can be found in the Employee Handbook. All complaints of discrimination will be dealt with seriously, promptly and confidentially.
- 13 In addition to CITB's 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
  - Employment Equality (Age) Regulations (Northern Ireland) 2006
  - Equal Pay Act (Northern Ireland) 1970, as amended
  - Fair Employment and Treatment (Northern Ireland) Order 1998
- 14 Employees wishing to make a complaint to a tribunal would normally be required to raise their complaint under internal grievance procedures first.
- 15 Every effort will be made to ensure that employees making complaints will not be victimised. Any complaints of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

This Policy has been agreed with NIPSA, the recognised Trade Union for CITB employees.

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Signed and dated on behalf of CITB

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