

## Morar Community Trust (MCT) Equal Opportunities Policy

It is our aim to provide employment equality to all.

We are opposed to all forms of unfair and unlawful discrimination. All full-time and part-time workers and job applicants (actual or potential) will be treated fairly and election for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

We recognise that the provision of equal opportunities in the work place is not only good management practice; it also makes sound business sense. Our equal opportunities policy will help all workers to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

We are committed to:

- preventing direct or indirect discrimination or victimisation;
- promoting equal opportunities for all
- promoting a good and harmonious working environment where all staff are treated with respect and dignity and in which no form of intimidation or harassment will be tolerated;
- fulfilling all legal obligations under the relevant legislation and associated codes of practice; and,
- taking any necessary positive or affirmative action, including setting of goals and timetables.

Breaches of our equal opportunities policy and practice will be regarded as misconduct and could lead to disciplinary proceedings.

This policy is fully supported by senior management and has been agreed through negotiation with staff representatives.

The Trust has responsibility for the effective implementation of this policy. Each Director also has responsibilities and we expect all of our workers to abide by the policy and help create the equality environment which is its objective.

In order to implement this policy we will ensure that:

- the policy is communicated to all workers, through induction training, management training, team briefings, display on notice boards, reference in staff handbooks, payslips and other documents. Job applicants will be informed of the content of the equal opportunities policy;
- managers and supervisors are aware of their responsibilities through appropriate and regular training;
- an equal opportunities programme will be developed and will include a range of initiatives, indicating where appropriate positive or affirmative action, with targets and timetables;
- appropriate training and guidance will be provided on induction 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 the recognised trade union or representative body on the implementation of this policy and any amendments to practice;
- an information system will be established to assist the effective implementation of this policy and the guidelines will be drafted for assessing the provision of equality of opportunity; and, adequate resources are made available to fulfil the aims of this policy.