



### **MDI EQUAL OPPORTUNITIES POLICY:**

A core value of the organisation is to include Equality as an integral element of its strategies, employment practices and day-to-day work. Muscular Dystrophy Ireland is an equal opportunities employer.

### **Equality and Diversity within Muscular Dystrophy Ireland**

Muscular Dystrophy Ireland values the individuality, diversity and creative potential that every member of staff brings to its business, and is committed to the promotion of a work environment in which differences are respected and in which people – staff, members and visitors – are valued as individuals. Diversity of opinion will be respected and new ideas will be welcomed and encouraged.

The Employment Equality Acts 1998-2008, the Equal Status Acts 2000 -2008 serve to implement the principle of equal treatment between persons irrespective of any of the 9 grounds, equal treatment in employment and equal treatment in relation to access to employment and working conditions.

The Employment Equality Acts 1998 -2008, the Equal Status Acts 2000 -2008 serve to implement the principle of equal treatment in employment and equal treatment in relation to access to employment and working conditions.

### **Specifically, the organisation will ensure:**

- equal access to employment, training and work experience on merit;
- equal treatment in relation to conditions of employment;
- the development of family-friendly/flexible work arrangements;
- a positive working environment which upholds the respect and dignity of the individual and is free of harassment, sexual harassment and bullying;
- fair and equal support and supervision of staff;
- equal opportunities of promotion;
- equal opportunities in relation to training and career development
- equal access to the services of MDI for members

The organisation is committed to providing all of its employees with an environment free from bullying/harassment/sexual harassment. All employees will be expected to comply with this policy and management will take appropriate measures to ensure that bullying/harassment/sexual harassment does not occur. Appropriate disciplinary action, including dismissal for serious offences, will be taken against any employee who violates this policy. The policy applies to employees both in the workplace and at work associated events such as meetings, conferences and office parties, whether on the premises or off site. The policy applies to bullying/harassment/sexual harassment not only by fellow employees but also by a client, customer or other business contact to which an employee might reasonably expect to come into contact within the course of their employment

## **Responsibility of the organisation and Staff**

Management are responsible for developing and implementing equal opportunities policies and procedures and for promoting best practice across the activities and services of the organisation.

All staff have a responsibility to make themselves aware of the organisation's Equal Opportunities policies and procedures. Each member of staff has a right to pursue his/her entitlements under the policy or existing legislation and will not be victimised for doing so.

The policy extends to members and outside agencies and suppliers in their interaction with staff (Please also refer to the organisation's policy on Dignity and Respect at Work)

## **Procedure**

### **Access to Employment:**

- All recruitment and selection competitions will be open to all suitably qualified applicants.
- Recruitment decisions will be made against specified criteria as required for the particular vacancy.
- The Organisation will seek to ensure that the recruitment process is free from any direct or indirect discrimination on any of the nine grounds.
- Every applicant, external or internal, will be assessed against fair and consistent criteria relating to the job.
- Where an applicant indicates that they have special needs to facilitate their participation in the recruitment and selection process, reasonable accommodation will be provided, subject to this not imposing a disproportionate burden.

### **Access to Training and Experience:**

- Training will be provided on the basis of individual needs and the requirements of the post held by the Employee.
- Selection for training will not be based on any of the nine grounds.
- Where an individual's disability impedes their ability to fully participate and engage in training activities, reasonable accommodation will be provided subject to this not imposing a disproportionate burden.
- Although every effort will be made to arrange training to facilitate attendance by part-time Employees, there is an expectation that part-time Employees will make themselves available, from time to time, to attend training outside their normal hours of work.

### **Conditions of Employment:**

- Terms and conditions of employment will be applied fairly to all Employees, with no reference to any of the grounds in the Employment Equality Acts.
- The Organisation seeks to provide equal pay for like work.
- The Organisation endeavours to provide a work environment free from bullying, harassment or sexual harassment.

### **Promotion and Re-grading:**

- There will be equality of opportunity at all stages of the promotions and/or re-grading process.
- Selection for promotion will be based on defined criteria related to the requirements of the post, and no reference will be made to the nine grounds in the selection process.

**Classification of Posts:**

- Gender neutral job titles will be used and no reference will be made to any of the other nine grounds in classifying positions.

**Reasonable Accommodation:**

- Reasonable accommodation shall be provided in order to facilitate a person with a disability to apply for positions with the Organisation, to attend for interview, to engage in employment and to participate in training activities as applicable.
- This commitment is subject to such reasonable accommodation not presenting a disproportionate burden on the Organisation, unless otherwise deemed appropriate.

**Equal Status:**

- No person will be discriminated against or treated adversely while availing of goods or services provided by this Organisation, except where this is legally permitted and undertaken with a legitimate aim. No person availing of goods or services should be subject to harassment or sexual harassment while availing of these.
- Any complaints in this respect should be brought to the attention of your Manager.