

Equality Policy Outline - NCPE

An Equality Policy signifies an organisation's **commitment to promote equality in concrete terms**.

The Equality Policy should be:

- **in a written** format
- **reviewed** and updated regularly (approximately every 2 years, or when the need arises)
- in line with **current legislation**
- the subject of **consultation** with individuals and groups within the wider environment of the establishment
- **widely available** to all those who come in contact with the organisation
- explicitly **endorsed** by top management officials

The policy should contain the following details:

- a clear definition of equality and other terminology, in line with relevant **legislation**
- a clear statement that discrimination is **unlawful**
- a reference to **recruitment** process
 - Selection committee and/or the panel should be given a copy of the company's equality policy and when possible, should also be gender balanced.
 - All recruitment methods, documentation and publicity will be non discriminatory.
 - Selection criteria and job requirements should not directly or indirectly discriminate, as defined by law.

- a reference to **employment**
 - o Equal terms and conditions offered to people in the same grade and in the same type of employment.
- a reference to **service delivery** issues
 - o All those who have contact with the company will be afforded the same rights as afforded to staff throughout the policy.
 - o This needs to be elaborated depending on the type of service the company delivers.
- a reference to **monitoring** the policy and how this will be achieved
- a reference to whose **responsibility** it is to implement the policy
- a reference to **what will happen** if policy is breached
- a reference to **training** of staff about the policy

It is also important to ensure that **harassment and sexual harassment** are both addressed either through one single equality policy or in a separate policy for each.

Moreover, **all staff** should be made aware of the policy and its content. It is important for all members of staff to note that once they are made aware of the policy, it is their **personal responsibility** to comply with the policy.