



**etb**

Bord Oideachais agus Oiliúna  
an Chabháin agus Mhuineacháin  
*Cavan and Monaghan  
Education and Training Board*

# **Policy Statement on Equality & Diversity**

**Adopted by Cavan and Monaghan Education and Training Board  
on 13 November 2013**

## 1. POLICY STATEMENT

- Cavan and Monaghan ETB is committed to equality of opportunity in all its policies, practices and services.
- We shall ensure that no user of any ETB service, employee, job applicant or student will receive less favourable treatment due to his/her sex, marital status, family status, age, sexual orientation, religion, disability, race and membership of the travelling community, in terms of recruitment, pay and conditions of work, training and work experience and opportunities for career promotion.
- Equality of opportunity is an integral part of Cavan and Monaghan ETB's overall policy and relies on the contribution of management and staff in ensuring the overall effectiveness of the application of the policy. While Equal Opportunities are formally assigned as an integral part of the responsibility of management, all staff are encouraged to promote equality for all in working life.
- All employees will be selected, promoted and treated on the basis of their abilities and merits only, and according to the requirements of the job. All employees will have equal opportunity to show ability and to progress within the ETB and its associated bodies.

## 2. DISCRIMINATION

The Employment Equality Act, 1998 and the Equality Status Act 2000 prohibits discrimination under 9 headings:

*Gender Grounds*

*Marital Status Grounds*

*Family Status Grounds*

*Sexual Orientation Grounds*

*Religious Grounds*

*Age Grounds*

*Disability Grounds*

*Race Grounds*

*Traveller Community Membership*

**Direct discrimination** occurs where a person is treated less favourably than a person of the other sex (or a person of the same sex but of different marital status) is treated, or would be treated in the same circumstances.

**Indirect discrimination** occurs when a person is obliged to comply with a requirement relating to employment which is not essential to the job but with which a substantially greater

proportion of persons of the other sex, a different marital status, age, race etc are able to comply.

**Victimisation** occurs when a person is penalised or treated less favourably because of pursuing their rights to equal treatment, supporting action or giving notice of intention to take or support action under equality legislation. Victimisation is prohibited under the legislation.

### **3. SELECTION AND RECRUITMENT PROCEDURES**

Cavan and Monaghan Education and Training Board's selection procedures provide equal access at all stages to all candidates.

#### **3.1 Advertising:**

Applicants for posts will be given clear and accurate information about posts through advertisements, job descriptions, memoranda of information and interviews, which will assist them in assessing their own suitability.

Advertisements and recruitment literature will reflect Cavan and Monaghan ETB's commitment to equality of opportunity and will indicate that the Board is an equal opportunities employer. Advertisements will be aimed at as wide a group of suitably qualified and experienced people as possible.

#### **3.2 Application Forms:**

Application forms will require only information considered necessary for selection for the post. No questions in relation to sex, marital status or personal circumstances will be asked in advance of appointment. Cavan and Monaghan ETB will make this Policy available to all applicants and will direct applicants to a link on its website where a copy of this Equality & Diversity Policy Statement can be downloaded.

#### **3.3 Interviews:**

Interviews will be conducted on a reasonable, fair and objective basis. All staff involved in recruitment and selection interviewing will ensure that they are fully aware of their obligations under this policy and the law governing discrimination, and that selection is made on a fair and objective basis. Relevant training and/or guidance will as far as practicable be provided to ETB selection board members.

Both sexes will be represented, where possible, on interview panels. Interview panels will as far as possible, consist of two or more people.

Interviews will deal only with the applicant's suitability for the post and ability to fulfil the post requirements. There will be no assumptions that individuals, because of sex, marital

status, family status, age, sexual orientation, religion, disability, race and including membership of the traveller community, possess characteristics which might put them at a disadvantage/advantage.

#### **4. TRAINING AND DEVELOPMENT**

##### **4.1 Training:**

A balanced participation by both men and women in the training opportunities open to them will be encouraged and assumptions about domestic responsibilities or other extraneous factors will not influence training decisions.

Special training initiatives will be considered to prepare employees for non-traditional roles.

Sex stereotyping will be eliminated from all Cavan and Monaghan ETB's training documentation.

#### **5. PROMOTION**

Cavan and Monaghan ETB's promotion procedures will not discriminate on grounds of sex, marital status, family status, age, sexual orientation, religion, disability, race and membership of the travelling community.

Management will ensure that all staff are aware of career/promotional opportunities by circulating details and posting them at obvious points throughout the organisation.

#### **6. LANGUAGE AND ORGANISATION IMAGE**

Cavan and Monaghan ETB will demonstrate its commitment to equal opportunities by using non-discriminatory language and images in all its documents/publications.

#### **7. BULLYING AND HARASSMENT/SEXUAL HARASSMENT/**

Cavan and Monaghan ETB fully supports the right of every staff member to work in an environment which is free from bullying or harassment/sexual harassment of any kind and is committed to provide an environment which is free from such.

Cavan and Monaghan ETB has adopted the Nationally Agreed Bullying Prevention and Harassment/Sexual Harassment Prevention Procedures as agreed between the ETBI and Sectoral Unions, without change. These procedures are available at each school/centre, on

the ETB website or, alternatively, from Cavan and Monaghan ETB Administration Centres, Market Street, Monaghan and Church View Square, Cavan.

## **8. GRIEVANCES**

The Employment Equality and Equal Status Acts provides protection for individuals who, in good faith, have acted in pursuance of a claim under any of those Acts. Any complaints of discrimination will be pursued through the Nationally Agreed Grievance Procedure as agreed between the ETBI and Sectoral Unions and adopted by Cavan and Monaghan ETB.

## **9. MONITORING AND REVIEWING THIS POLICY**

This policy will be monitored and reviewed by Cavan and Monaghan ETB, in consultation with relevant managers and staff/their representatives. Each Principal/Director/ Coordinator/APO is responsible for ensuring adherence to this policy with regard to those members of staff under his/her supervision. All staff are requested to familiarise themselves with this policy.

Cavan and Monaghan ETB will especially review and improve existing practices and procedures where inequalities have been found or alleged to exist.

**This policy was adopted by Cavan and Monaghan Education and Training Board on 13 November 2013.**