

Alexandra College Employment Equality Policy

1. **Introduction**

Alexandra College ["the College"] is fully committed to a policy of equality of opportunity and treatment in its employment practices.

Individuals will be selected, promoted and treated only on the basis of their abilities and merits, according to the requirements of the job.

We will ensure that there is no direct or indirect discrimination against any job applicant or employee on the grounds of gender, marital status, family status, sexual orientation, religious belief, age, disability, race or membership of the Traveller community.

2.1 **Identifying a vacancy, advertising and attracting applicants.**

2.1.1 **Role profiles**

Role profiles have been designed which set out the main duties and responsibilities of the job. They also set out the necessary competencies, skills and personal attributes required to carry out the job.

The job specification and person specification are regularly reviewed and updated when necessary.

2.1.2 **Advertising**

To ensure open and fair competition and recruitment of a diverse workplace we will ensure that the text of advertisements are based on the role profile and that each vacancy will be advertised in line with agreed procedures.

All advertisements will reflect our commitment to equality. In the wording, design and placing of advertisements, we will seek to avoid giving the impression that we would favour, or discriminate against, any applicants on the grounds of any of the nine categories of discrimination described in the Employment Equality Act, 1998 and 2004 as listed in Section 1 above.

Each advertisement will carry a statement that the College is an equal opportunities employer.

2.2 **Application forms and selection for interview**

If candidates are short listed for interview, this will be done in accordance with the selection criteria, considering only the information provided on the applications and avoiding any subjective assessment.

2.3 Interview process

To reflect our commitment to equality, interviewing and selection processes will have regard to the following guidelines:

- Questions will relate to the requirements of the job.
- Similar, relevant questions will be asked of all candidates and evaluated in the same way. However, this will not restrict interviewers developing their questioning depending on the relative qualifications/experience of candidates.
- Interviewers will be careful to avoid bias and not ask questions, which might be taken as discriminatory, e.g., on any of the nine categories under the Employment Equality legislation.

Best practice guidelines will apply both to the recruitment of new employees and to the selection of internal candidates for promotion.

2.4 Assessment procedures

All assessments will be conducted in a fair and non-discriminatory way.

Employee assessments will be conducted in an objective manner, bearing in mind the principles of equality of opportunity.

2.5 Interview boards

Where possible and practicable, efforts will be made to ensure that both women and men are represented on the interview board.

3. Training and career development

Employees' opportunities for training will be based on the requirements of the job and career development will be based on their abilities and merit, and neither will be influenced by considerations of gender, marital status, family status, sexual orientation, religious belief, age, disability, race or membership of the traveller community.

4. Pay and conditions of employment

We will comply fully with the Employment Equality Act, 1998 and 2004 in relation to pay, remuneration and conditions of employment.

5. Disciplinary procedures

The College disciplinary procedures, including dismissal procedures, will be applied in a non-discriminatory way.

6. Disability

The College is committed to equality of opportunity in relation to the employment of people with disabilities.

Employees with disabilities are treated fairly and with respect, and judged only on their abilities and performance on the job.

7. Complaints

All complaints from employees in relation to employment equality will be handled in accordance with our employee grievance procedure.

February 2010