

BELFAST ROYAL ACADEMY

EQUAL OPPORTUNITY STATEMENT OF POLICY

The School will provide equal opportunity for all job applicants and workers. All recruitment, promotion and training will be based upon an individual's ability and job performance and will exclude any consideration of an applicant's/worker's religious beliefs, political opinion, age, sex, sexual orientation, marital status, race or disability, trade union membership or non-membership or being a part-time or fixed-term worker. The School will not directly or indirectly discriminate on the aforementioned grounds.

To ensure that the Equal Opportunities Policy is effective, the School will:

1. Allocate responsibility for the implementation of the Statement to the Bursar;
2. Make this statement known to all workers and display it on appropriate notice boards.
3. Consult with workers or workers' representatives about procedures required to make this statement effective.
4. Maintain a neutral working environment in which no worker feels under threat or intimidated because of his/her religious belief, political opinion, age, sex, sexual orientation, marital status or disability, race, trade union membership or non membership eg prohibit the display of flags, emblems, posters, graffiti or the circulation of materials or the articulation of slogans or songs which are likely to give offence or cause apprehension among particular groups of workers.
5. Provide facilities for any worker who believes he/she has been discriminated against to raise the matter through the appropriate procedure.
6. Ensure that the School's recruitment and selection procedures, outlined below are consistent, provide equality of opportunity and are seen to be fair by all workers and job applicants. Selection will be based on ability to do the job in question.
 - Job descriptions and personnel specifications will be used for each post in question
 - All vacancies will be advertised as widely as possible
 - Any advertisement for a vacancy in the School will clearly define main duties and necessary requirements for the post in question

- All job applicants will be required to complete an application form which will be accompanied by a request for a voluntary statement on community background for the collection of equal opportunity data. This monitoring form will not be included as part of the formal application but will be retained separately and will not be used as the basis for any employment decision.
 - Shortlisting for interviews will be based upon job-related criteria. Where appropriate, job related tests may be used.
 - Written assessments will be made on each individual interviewed and reasons for acceptance or rejection recorded.
7. Commit itself to keep under review the operation of this Equal Opportunity Statement of Policy to take account of changing circumstances.
 8. Adopt appropriate affirmative measures, if appropriate, including the setting of goals and timetables.
 9. Carry out the statutory periodic review of employment procedures and practices as required under Article 55 of the Fair Employment Statement (NI) Order 1998.
 10. Regard breaches of this statement as misconduct which will lead to disciplinary proceedings.