

# Equal Opportunities Policy



Atlas Language School is committed to equality and diversity by providing an environment in which all students and staff feel comfortable, where they are listened to and their views respected.

Atlas Language School does not tolerate any form of discrimination in relation to beliefs, ethnicity, gender, disability, age or sexual orientation. Any form of discrimination, where identified, will be dealt with in accordance with the Atlas Language School Bullying and Harassment Policy and Procedure, Student Behaviour Policy, Staff Code of Conduct and Staff Grievance and Disciplinary Procedures.

All students receive a copy of the Student Welcome Pack, which contains information to help them remain safe and well whilst studying and living in Ireland.

All staff receive a copy of the Employee and Teacher Handbooks (where applicable), which contains information about procedures and policies related to their employment and the well-being of students and staff at Atlas Language School.

In addition to the above policies, procedures, pack and handbook, Student Welfare and Safeguarding Officers, the HR team and the School's directors offer direct support for personal and social problems to all students and staff.

# Equal Opportunities Policy

## **A) STATEMENT OF POLICY**

- 1) We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedures, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.
- 2) The aim of the policy is to ensure no job applicant or employee is discriminated against either directly or indirectly on the grounds of gender, civil status, family status, sexual orientation, religious belief, age, disability, race or membership of the traveller community.
- 3) We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.
- 4) The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.
- 5) The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
- 6) We will maintain a neutral working environment in which no worker feels under threat or intimidated.

## **B) RECRUITMENT AND SELECTION**

- 1) The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
- 2) Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
- 3) Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
- 4) We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
- 5) We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
- 6) All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
- 7) All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
- 8) Short listing and interviewing will be carried out by more than one person where possible.
- 9) Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
- 10) We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
- 11) Selection decisions will not be influenced by any perceived prejudices of other staff.

## **C) TRAINING AND PROMOTION**

- 1) Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.
- 2) All promotions will be in line with this policy.