

## EQUAL OPPORTUNITIES AND DIVERSITY POLICY

### 1 INTRODUCTION

The Land Development Agency, referred to in the policy as the “Agency” or “LDA” recognises our responsibility to provide equal opportunities for all. This policy sets out our position on providing equal opportunities in all aspects of employment, including recruitment, promotion and training for all employees.

### 2 DEFINITIONS

Discrimination can be direct or indirect. Both forms of discrimination must be avoided.

Under [The Equality Employment Acts 1998-2015](#), it is illegal to discriminate directly or indirectly on pay or non-pay issues on any of the following grounds:

- Gender
- Age
- Disability
- Family Status
- Sexual Orientation
- Marital Status
- Race
- Religion
- Membership of the Traveller Community

Direct discrimination is when one person is treated less favourably than another on grounds relating to the above.

Indirect discrimination occurs where a requirement is imposed which can only be complied with by a smaller proportion of persons of a particular gender, race, civil status, family status, age, sexual orientation, religion, disability or membership of the traveller community, and which is not objectively justifiable in the given situation.

### 3 OUR COMMITMENT

We commit to ensuring that no job applicant or employee receives less favourable treatment on the grounds of race, civil status, family status, age, sexual orientation, religion, disability or membership of the traveller community, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. We are not only committed to our legal obligations but also to positively promoting equal opportunity in all aspects of working in the LDA. We recognise the great benefits in having a diverse workforce with different backgrounds, each of whom is employed solely on their ability.

### 4 RECRUITMENT AND PROMOTION

We will ensure that advertisements for vacancies give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. We endeavour to provide information about vacant posts in such a manner that does not restrict its audience in terms of gender, race, civil status, family status, age, sexual orientation, religion, disability or membership of the traveller

community. We will endeavor to ensure that recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group in which case this will be clearly stated. All descriptions and specifications for roles will include only requirements that are necessary and justifiably effect performance on the job. We will select applicants against defined criteria and will deal only with the applicant’s suitability for the job. Where it is necessary to ask questions relating to personal circumstances, they will be related purely to job requirements and will be asked to all candidates.

## **5 EMPLOYMENT**

We will not discriminate on the basis of gender, race, civil status, family status, age, sexual orientation, religion, disability or membership of the traveler community in the allocation of duties between employees at any level with comparable job descriptions. We endeavour to put in place any reasonable accommodation within the workplace for disabled appointees or employees. When it comes to career development, training and promotion, all employees will be treated equally and considered solely on their merits.

## **6 RESPONSIBILITIES**

All staff are responsible for ensuring that they are familiar with and comply with the LDA Equal Opportunities and Diversity Policy and that equal opportunities principles are respected. Heads of Department and People Managers across the LDA are responsible for ensuring that this policy is applied. The HR Department is responsible for ensuring that all aspects of this policy are reviewed regularly. In a situation where it appears that applicants or employees are not being offered equal opportunities, please contact the HR Department for further investigation.

## **7 RELEVANT LEGISLATION**

[The Equality Employment Acts 1998-2015](#)

## **8 REVISION HISTORY**

<b>Date</b>	<b>Version</b>	<b>Summary of Changes</b>
September 2019	1	Policy Introduction