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| **Equal Opportunities**  **Co-ionannachd Chothroman** |
| **Summary** |
| **High Life Highland is committed to the promotion of equality of opportunity. It intends that no job applicant or employee shall receive less favourable treatment because of sex, marital or family status, age, ethnic origin, disability, race, colour, nationality, religion or belief, sexual orientation, or any other non job related factor.**  **Through our Equal Opportunities Policy and its implementation, High Life Highland seeks to ensure that the talents and skills of its employees are utilised to the full, to the benefit of the organisation and its employees.** |
| **Aims** |
| **High Life Highland aims to ensure that equality of opportunity results in non-discriminatory employment practices:**   * **The recruitment process will result in the selection of the most suitable person for the job. The practices will apply equally to internal and external recruitment arrangements.** * **A person specification which defines the qualifications, experience and other skills required in the post, will only include those factors which are necessary and justifiable for the satisfactory performance of the job.** * **Staff involved in recruitment and elected members will have training made available on the Equal Opportunities Policy and its implications, as relevant to their responsibilities within High Life Highland.** * **Employees will receive training to help them to perform their jobs effectively. Training programmes, educational and vocational courses leading to qualifications relevant to their career development will be made available to staff in accordance with the business needs of the organisation. High Life Highland's commitment to Equal Opportunities will be reflected in positive action to develop employees by training, counselling, and other means, to assist them in achieving their full potential.** * **Procedures have been established to address harassment in the work place, and to inform employees that such harassment is a disciplinary offence. A non-discriminatory working atmosphere will be promoted and maintained.** * **There will be no discrimination in terms of conditions of employment, facilities and benefits, and potentially disadvantaged groups, and the Trade Unions should be consulted in the establishment of relevant employment policies and procedures.** |
| **Employee Responsibilities** |
| **Although the primary responsibility for the implementation, development and monitoring of equal opportunities lies with High Life Highland and its Senior Managers, every member of staff has a responsibility to co-operate with the policy and its implementation to ensure equality of opportunity at every level. In particular, employees must:**   * **co-operate with measures introduced to ensure that there is equal opportunity and non-discrimination;** * **not discriminate, e.g. as supervisors or as persons responsible for selection decisions in recruitment, promotion, transfer or training;** * **not induce or attempt to induce other employees or Trade Unions or management to practice discrimination e.g. by refusing to accept employees from particular racial groups or by refusing to work with a person who has a disability; and** * **ensure that the principles of equal opportunities are applied in all dealings with members of the public, and that no actions are taken which could be held to be discriminatory.**   **Employees should be aware that any discriminatory behaviour may lead to disciplinary action. It is essential that staff are aware that conduct and behaviour in terms of equal opportunities legislation which they find personally offensive will not be acceptable, and support will be given to those employees feeling disadvantaged, threatened or intimidated in any way.** |

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| **Equal Opportunities Monitoring Form**  Foirm Sgrùdaidh Co-ionannachd Chothroman | |
| In order to assist High Life Highland in ensuring that all applicants are treated equally you are requested to complete this short questionnaire. The information will not be taken into account in selecting candidates for interview. It will be held on a secure database and used to produce reports to monitor that our employment policies and practices promote equal opportunities and eliminate discrimination. | |
| **Name:** | **National Insurance No:** |
| **Post Applied for:** | **Vacancy Ref. No:** |

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| **Date of Birth**  Latha Breith |
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| **Ethnic Origin**  Fine | |  |
| **How do you describe your ethnic origin in terms of the following categories from the 2001 census?** | | |
| **White** | Scottish  Other British  Irish  Any other White background  (Please specify) | |
| **Mixed** | Any Mixed background (Please specify) | |
| **Asian, Asian Scottish or Asian British** | Indian Pakistani Bangladeshi Chinese  Any other Asian background  (Please specify) | |
| **Black, Black Scottish or Black British** | Caribbean  African  Any other Black background  (Please specify) | |
| **Other** **ethnic background** | Any other background   (Please specify) | |
|  | I prefer not to answer this question | |

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| **Disability**  Ciorramachd |  |
| **Do you consider yourself to have a disability?** (i.e. a physical or mental impairment which has a substantial and long term adverse effect upon your ability to carry out normal day-to-day activities)  Yes  No  I prefer not to answer this question | |

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| **Gender**  Gnè |  |
| Female  Male  I prefer not to answer this question | |

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| **Thank You Tapadh leibh** | | | | |
| **For Office Use Only** | | | | |
| Function: | | Location: | | Grade: |
| Job Type:  APT&C  Manual | | | | |
| Interview Date: | | | Closing Date: | |
| Internal/External: | Progress Made:  Applied  Short listed  Appointed | | | |