



## EQUAL OPPORTUNITY STATEMENT OF POLICY

Northern Ireland Screen will provide equal opportunity for all job applicants and workers. All recruitment, promotion, training and receipt of any other benefit 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, gender, sexual orientation, marital or civil partnership status, race, age, disability, having or not having dependants, trade union membership or non-membership or being a part time worker.

Northern Ireland Screen will not directly or indirectly discriminate on the grounds of religious belief or political opinion.

To ensure that the Equal Opportunity Statement is effective, Northern Ireland Screen will:

- 1** Allocate responsibility for the implementation of this statement to a Senior Manager.
- 2** Make this statement known to all workers and job applicants and display it on appropriate notice boards and provide equality training and guidance as appropriate.
- 3** Consult with workers about procedures required to make this statement effective.
- 4** Maintain a neutral working environment e.g. 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. Ensure that no worker feels under threat or intimidated because of his/her religious belief, political opinion, gender (including gender re-assignment), sexual orientation, marital or civil partnership status, race, age, disability or having or not having dependants, trade union membership or non-membership or being a part time worker.
- 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 Northern Ireland Screen'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 Northern Ireland Screen 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 the Section 75 categories – the information provided will be used solely 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.
  - Short listing 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.
  - All those involved in assessing candidates for Recruitment or Promotion will be trained in non-discriminatory selection techniques.
- 7 Commit itself to keep under review the operation of its Monitoring Questionnaire to take account of changing circumstances.
- 8 Adopt appropriate affirmative action measures including the setting of goals and timetables to ensure the provision of equality of opportunity and fair participation of Catholics and Protestants in Northern Ireland Screen.
- 9 Carry out the statutory periodic review of employment procedures and practices as specified in Section 31 of the 1989 Fair Employment Act.
- 10 Regard breaches of this statement as misconduct which will lead to disciplinary proceedings.