



BICTSF EQUALITY POLICY

1. STATEMENT ON EQUAL OPPORTUNITIES

- 1.1 The BICTSF is committed to the principle of equal opportunity in employment and declares its opposition to any form of less favourable treatment, whether through direct or indirect discrimination.
- 1.2 Accordingly, management will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant or employee receiving less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, disability, trade union membership or non-membership, sex, sexual orientation, age, marital status, or being a part-time or fixed-term worker. The BICTSF's objective is to ensure that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

2. EMPLOYMENT PRACTICES

- 2.1 The BICTSF states its wholehearted support for the principles and practices of equal opportunity and recognises that it is the duty of all employees to accept their personal responsibility for fostering a fully integrated community at work by adhering to the principles of equal opportunity and maintaining a harmonious working environment.
- 2.2 The BICTSF will actively promote equal opportunities throughout the BICTSF through the application of employment policies which will ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential, skills, experiences and abilities. All managers and supervisors will seek to ensure that all employees comply with these principles.
- The BICTSF will ensure that individuals are recruited and selected, promoted and trained on objective criteria having regard to the relevant aptitudes, potential, skills, experiences and abilities. In particular, no applicant will be placed at a disadvantage by any practices which constitute direct or indirect discrimination.
- 2.4 The BICTSF recognises the problems that harassment may cause at work and is committed to ensure that such unacceptable behaviour does not take place. Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them having regard to all the circumstances including the perception of the victim. All forms of harassment are abhorrent and will not be tolerated by the BICTSF. Harassment in any form is regarded as unlawful discrimination and additionally may also be subject to criminal proceedings. All such cases will be dealt with under the Disciplinary and Dismissal Procedure.
- 2.5 The BICTSF recognises that the detriment a disabled person endures as a consequence of their disability can, in many instances, be removed by the adoption of reasonable adjustments. The BICTSF is committed to ensure that such adjustments will be effected where reasonably practicable and where the detriment is substantial.



3. MONITORING AND REVIEW ARRANGEMENTS

- 3.1 The BICTSF recognises that the regular monitoring of employees and job applicants is essential to the thorough review of the effectiveness of this Policy and to this end the BICTSF will initiate equal opportunity monitoring.
- 3.2 The successful implementation of this Policy depends upon the regular examination and progress towards equal opportunity.
- 3.3 The BICTSF will review the workplace and arrangements affecting any disabled employee and will take such steps as is reasonable to prevent substantial disadvantage.

4. GRIEVANCE, DISCIPLINARY AND DISMISSAL PROCEDURES

- 4.1 The BICTSF will ensure that any individual or group of employees who believe that they have experienced direct or indirect discrimination are properly represented in any grievance proceedings. Any employee who feels that he or she has been treated unfairly in connection with their employment should raise their grievance through the Grievance Procedure when every effort will be made to secure a satisfactory resolution. In addition the BICTSF will ensure that any employee making a complaint of unfair discrimination (or any employee assisting or representing) will be protected from any victimisation. Where the complaint relates to alleged harassment, the procedure outlined at Section 7, should be followed.
- 4.2 The BICTSF will continue to treat unfair discriminatory conduct by any member of staff as a serious disciplinary offence.

5. TRAINING AND ADVERTISING

- 5.1 The BICTSF will train, develop and promote on the basis of merit and ability only. The BICTSF will seek to encourage employees and job applicants of under represented groups by using the positive action measures available to the BICTSF through the relevant legislation.
- 5.2 When vacancies are advertised both internally and externally, the BICTSF will continue to ensure that such advertising, both in placement and content, is compatible with the terms of this Policy. To this end, opportunities will be taken through language, images or declarations, as appropriate, to show that the BICTSF is an equal opportunities employer. In practical terms this means that the wording of advertisements will be carefully scrutinised to ensure that any hidden discrimination is avoided or that discriminatory loaded wording is avoided. Every effort will be made to ensure that the advertisements are placed in newspapers and publications so that as wide a readership as possible has access to the vacancies. This may include the placing of advertisements in ethnic publications and women's magazines.
- 5.3 To this end, "word of mouth" advertising, personal contacts and family relationships will be discouraged as the only means of recruiting new staff or promoting existing staff.



6. COMMUNICATION

- 6.1 The principles in this Policy will be brought to the attention of all staff by means of publication in the Employee Handbook.
- 6.2 All employees are encouraged to bring to the attention of their Line Manager any act of discrimination they observe.
- 6.3 Employees who are newly disabled are encouraged to bring this to the attention of their Line Manager to enable a review of their treatment to be made. This review will include an assessment of the workplace and arrangements to ensure that these do not place the disabled person at a substantial disadvantage. Where they do, then adjustments will be effected where reasonable to do so.

7. HARASSMENT

7.1 PREAMBLE

The BICTSF is committed to creating a harmonious working environment, which is free from harassment and bullying and in which every employee is treated with respect and dignity. It is committed to ensuring that individuals do not feel apprehensive because of their religious belief, political opinion, gender, marital status, sexual orientation, race, age, disability or any inappropriate behavior.

Harassment and bullying are unacceptable behavior at work and will be treated as misconduct, which may include gross misconduct warranting dismissal. All employees must comply with this policy.

7.2 DEFINITION OF HARASSMENT

Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them.

Harassment may take many forms. It can range from extreme forms such as violence to less obvious actions such as persistently ignoring someone at work. The following, though not an exhaustive list, may constitute harassment:

Physical contact ranging from touching to serious assault

Verbal and written harassment through jokes, offensive language, gossip and slander, letters

Isolation or non-cooperation at work, exclusion from social activities

Intrusion by pestering, spying, following etc.

7.3 DEFINITION OF WORKPLACE BULLYING

Workplace bullying is repeated inappropriate, offensive behavior, which is often an abuse of power or position. It can be direct or indirect, either verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work.

The following examples may constitute bullying:-

threats, abuse, teasing, gossip and practical jokes

humiliation and ridicule either in private, at meetings or in front of customers/clients

name calling, insults, devaluing with reference to age, physical appearance

setting impossible deadlines

imposing excessive workloads

making unjustified criticisms



Mailto: [BICTSF Secretary](mailto:Secretary@bictsf.org)

excessive monitoring
removing responsibilities
allocating menial and pointless tasks
withholding information
refusing requests for leave, holiday or training.

It should be noted that it is the impact of the behavior which is relevant and not the motive or intent behind it.

7.4 YOUR RESPONSIBILITIES

All employees have a responsibility to help create and maintain a working environment that respects the dignity of employees. You should be aware of the serious and genuine problems, which harassment and bullying can cause, ensure that your behavior is beyond question and could not be considered in any way to be harassment or bullying. You should discourage such behavior by making it clear that you find it unacceptable and by supporting colleagues if they are experiencing harassment or bullying and are considering making a complaint. You should alert a Manager or Supervisor to any incidents to enable the BICTSF to deal with the matter.

7.5 MANAGERIAL RESPONSIBILITY

Managers and supervisors have a responsibility to ensure that harassment or bullying does not occur in work areas for which they are responsible.

Managers also have a responsibility to explain the BICTSF's policy to their staff and take steps to positively promote it. They will be responsive and supportive to any member of staff who makes a complaint, provide full and clear advice on the procedure to be adopted, maintain confidentiality in all cases and ensure that there is no further problem or any victimisation after a complaint has been resolved.

The BICTSF will provide training to ensure that all managers, supervisors and other staff are fully aware of this policy and the procedures for dealing with harassment and bullying.

7.6 PROCEDURE FOR DEALING WITH ALLEGED HARRASSMENT OR BULLYING

If you believe that you have been the subject of harassment or bullying, you should, in the first instance, ask the person responsible to stop the behaviour, as it is unacceptable to you. Person to person reproof at an early stage will often be sufficient to stop the behaviour, which is causing the offence without involving third parties.

If you decide to make a formal complaint you should do so through the Grievance Procedure as soon as possible after the incident has occurred. All complaints will be handled in a timely and confidential manner. You will be guaranteed a fair and impartial hearing and the matter will be investigated thoroughly. If the investigation reveals that your complaint is valid, prompt attention and action designed to stop the behavior immediately and prevent its recurrence will be taken. In such circumstances, if relocation proves necessary, every effort will be made to relocate the harasser or bully rather than you as the victim; however, the BICTSF will Endeavour to relocate you if this is your preference.

You will be protected from intimidation, victimisation or discrimination for filing a complaint or assisting in an investigation. Retaliating against an employee for complaining about harassment or bullying is a disciplinary offence.

Whilst this procedure is designed to assist genuine victims of harassment or bullying, you should be aware that if you raise complaints, which are proven to be deliberately vexatious, you will become subject to proceedings under the Disciplinary and Dismissal Procedure.