



Maafushivaru

Version: 1:1

Policy No: 001

STANDARD OPERATING POLICY

Equal Opportunity Policy

Annexure pages: 00
Total no of pages: 04

Authorised By: Resort Manager
DATE REVISED: 23/4/2017

OBJECTIVE

To set outline and commitment for becoming an equal opportunity employer and to ensure that all employees, job applicants, customers and other people with whom we deal are treated fairly and are not subjected to unfair or unlawful discrimination.

This policy is not contractual, but aims to set out the way in which we aim to manage equal opportunity.

This policy applies to all employees and workers.

SCOPE

All Employees

EFFECTIVE DATE:

01/7/2016

RESPONSIBLE PERSON

HR Department along with HODs

Process / Steps / Policy

Discrimination may be direct or indirect, and can take different forms, for example:

- treating any individual less favourably than others on grounds of his/her sex, colour, marital status, race, nationality or ethnic origin, religion or belief, sexual orientation, disability, age or membership or non-membership of a trade union
- expecting a person, solely on the grounds stated above, to comply with requirements that are different to the requirements for others, for any reason whatsoever
- imposing on an individual requirements that are in effect more onerous than they are on others. For example this would include applying a condition (which is not warranted by the requirements of the position) which makes it more difficult for members of a particular group to comply than others not of that group
- victimisation
- harassment
- any other act or omission of an act, which has the effect of disadvantaging one person against
- another purely on the above grounds.

On all occasions where those in control of employees are required to make judgements between them, for example disciplinary matters, selection for training, promotion, pay increases, awards, etc it is essential that merit, experience, skills and temperament are considered as objectively as possible.



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Responsibility for this policy

The overall responsibility for implementing and monitoring the effectiveness of this policy rests with the top management.

Managers and supervisors have a crucial role to play in promoting equality of opportunity in their own areas of responsibility.

All staff, irrespective of their job or seniority, will be given guidance and instruction, through our induction and other training, as to their responsibility and role in promoting equality of opportunity and not discriminating unfairly or harassing colleagues or job applicants, nor encouraging others to do so or tolerating such behaviour. Disciplinary action, including dismissal, may be taken against any employee found guilty of unfair discrimination or harassment.

Recruitment and selection

We aim, through written instruction, appropriate training and supervision, to ensure that all staff who are responsible for recruitment and selection are familiar with this policy and apply it in conjunction with our recruitment policy.

Selection will be conducted on an objective basis and will focus only on the applicants' suitability for the job and their ability to fulfill the job requirements. Our interest is in the skills, abilities, qualifications, aptitude and the potential of individuals to do their jobs.

Equal Opportunity Policy

Person specifications will be reviewed to ensure that criteria are not applied which are discriminatory, either directly or indirectly, and that they do not impose any condition or requirement which cannot be justified by the demands of the post. Questions asked of candidates will relate to information that will help assess their ability to do the job. Questions about marriage plans or family intentions or any other issues which may give rise to suspicions of unlawful discrimination should not be asked. Selection tests will be specifically related to the job and measure an individual's actual, or inherent, ability to do or train for the job.

Job adverts should encourage applications from all types of candidates and should not be stereotyped. All adverts will state: "Anahita The Resort is an equal opportunity employer and values diversity". Reference to this policy will also be made on job and person descriptions. When advertising a position which has traditionally been done by one sex, adverts should specify they are open to both sexes.



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Training and development

We recognise that equal opportunity responsibilities do not end at selection, and is committed to ensure that wherever possible all staff receive the widest possible range of development opportunities for advancement.

All employees will be encouraged to discuss their career prospects and training needs with their manager.

Opportunities for promotion and training will be communicated and made available to all staff on a fair and equal basis.

The provision of training will be reviewed to ensure that provisions are made where necessary to enable part-time workers, shift or remote workers or those returning to work following a break to benefit from training. No age limits apply for entry to training or development schemes which are open to all employees.

Terms and conditions of employment

We will ensure that all of our policies including compensation, benefits and any other relevant issues associated with terms and conditions of employment, are formulated and applied without regard to race, religion or belief, nationality, ethnic origin, age, sex, sexual orientation, marital status, domestic circumstances, disability or any other characteristic unrelated to the performance of the job. These will be reviewed regularly to ensure there is no discrimination.

Length of service as a qualifying criterion for benefits will not exceed five years unless clearly justifiable.

Grievances, disputes and disciplinary procedure

Staff who believe they have been discriminated against and have not been able to resolve this informally are advised to use our internal grievance procedure. An employee who brings a complaint of discrimination must not be less favourably treated. Harassment or bullying will not be tolerated, and any individual employee who feels that he/she has been subjected to harassment or bullying should refer to our bullying and harassment policy. When dealing with general disciplinary matters, care is to be taken that members of one group (whether this be sex, race, religion or belief, sexual orientation, age, disability or marital status) are not dismissed or disciplined for performance or behaviour which could be overlooked or condoned in other groups.



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Positive action

We also recognise that passive policies will not reverse the discrimination experienced by many groups of people. To this end, if certain groups are under-represented within our business we will actively seek to encourage applications from those groups. Any measures taken to encourage applications should not in any way be construed as positive discrimination. The decision as to which applicant is offered a post must be based entirely on the merit of the individual.

Communication of this policy

All job applicants, employees and workers will be made aware of this policy and a copy will be included in the Employee Handbook, given to all employees on joining us. Customers/clients will also be made aware of this policy. In addition, staff will be reminded of the policy through such means as advertisements, job descriptions (which will refer to this), application forms, posters, training courses and memos.