



POLICY COVERSHEET

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The aim of this policy is to communicate the commitment of the Dyslexia Association of Ireland (DAI) and its Board to the promotion of equality of opportunity, in line with legislation set out in the Employment Equality Acts 1998-2015.

The [Employment Equality Acts 1998–2015](#) outlaw discrimination in a wide range of employment and employment-related areas. These include recruitment and promotion; equal pay; working conditions; training or experience; dismissal and harassment including sexual harassment.

The legislation defines discrimination as treating one person in a less favourable way than another person. There are **9 grounds for discrimination**, including:

- **Gender:** this means man, woman or transgender
- **Civil status:** includes single, married, separated, divorced, widowed people, civil partners and former civil partners
- **Family status:** this refers to the parent of a person under 18 years or the resident primary carer or parent of a person with a disability
- **Sexual orientation:** includes gay, lesbian, bisexual and heterosexual
- **Religion:** means religious belief, background, outlook or none
- **Age:** this does not apply to a person aged under 16
- **Disability:** includes people with physical, intellectual, learning, cognitive or emotional disabilities and a range of medical conditions
- **Race:** includes race, skin colour, nationality or ethnic origin
- Membership of the **Traveller community**.

What counts as discrimination in the workplace?

- Discrimination is defined as less favourable treatment. An employee is said to be discriminated against if they are treated less favourably than another employee is treated, has been treated or would be treated, in a comparable situation on any of the above 9 grounds.
- Discrimination can be *direct* or *indirect*.
- To establish **direct discrimination**, a direct comparison must be made. For example, in the case of disability discrimination the comparison must be between a person who has a disability and another person who has not. Or, between two people with different disabilities.
- **Indirect discrimination** is when practices or policies do not appear to discriminate against one group more than another, but actually have a discriminatory impact. Indirect discrimination can also happen where a requirement that may appear non-discriminatory adversely affects a particular group or class of people.

The DAI is opposed to all forms of unlawful and unfair discrimination. All members of the organisation will be treated fairly and will not be discriminated against on any of the above grounds. Decisions on employment, advancement, training or any other benefit will be made objectively, without unlawful discrimination, and based on aptitude and ability.

We recognise that the provision of equal opportunities in all our activities will benefit the organisation. Our Equal Opportunities Policy will help staff and members to develop

their full potential and the talents and resources of the members will be utilised fully to maximise the effectiveness of the organisation.

- The DAI recognises that there is a statutory duty to implement an Equal Opportunities Policy. This policy applies to applicants for employment and volunteers alike.
- The DAI is committed to the principles and practice of equality. The DAI values the diversity of our community. We want our services, facilities and resources to be accessible and useful to every citizen regardless of gender, civil status, family status, age, ethnic origin, religious belief, disability, sexual orientation, membership of the travelling community or any other individual characteristic which may unfairly affect a person's opportunities in life.

Equality commitments

DAI is committed to:

- Promoting equality of opportunity for all persons.
- Promoting a pleasant and harmonious learning environment in which all genders are treated with respect and dignity and in which no form of intimidation or harassment is tolerated.
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation.
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice.
- Complying with our own Equal Opportunities Policy and associated policies.
- Taking lawful affirmative or positive action, where appropriate.
- Breaches of our equal opportunities policy will be regarded as misconduct and could lead to termination of employment.

Implementation

The Board of Directors of the DAI has a collective responsibility for the effective implementation of this policy. We expect all employees and volunteers to abide by the policy and help to create the equality environment which is its objective.

In order to implement this policy we shall:

- Communicate the policy to employees by issuing this policy to all existing, and new employees.
- Endeavour through appropriate training to ensure that we will not consciously, or unconsciously, discriminate in the selection or recruitment of applicants.
- Ensure that adequate resources are made available to fulfil the objectives of the policy.

Responsibilities:

- The responsibility for ensuring the provision of equality of opportunity rests primarily with the Board of Directors. Managers have particular responsibility to engender respect for difference and to accommodate diversity where appropriate.

- All staff have an important role to play in ensuring equality of opportunity throughout the organisation. It is also recognised that individual employees on behalf of the DAI have responsibilities in law and are:
 - Required to co-operate with any measures introduced by the company to promote equal opportunities.
 - Must not themselves, either directly or indirectly, discriminate against fellow employees or volunteers, or harass or intimidate them in any way.

Monitoring and review

The DAI will establish appropriate information and monitoring systems to assist the effective implementation of our Equal Opportunities Policy. The effectiveness of the Equal Opportunities Policy will be reviewed regularly and action taken as necessary.

Complaints

- Employees or volunteers who believe that they have suffered any form of discrimination, harassment or victimisation, are entitled to raise the matter through DAI's agreed grievance procedures, available from line managers. All complaints of discrimination will be dealt with seriously, promptly and confidentially.
- Every effort will be made to ensure that an employee or volunteer who makes a complaint will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.
- Complaints from members of the public will be dealt with under the DAI Complaints Policy and Procedure.