

Institute for the Management of Information Systems (IMIS)

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1. Statement of policy

The aim of this policy is to communicate the commitment of the Chief Executive and Board of Directors to the promotion of equality of opportunity in the Institute for the Management of Information Systems.

It is our policy to provide equality to all, irrespective of:

- a) Gender, including gender reassignment
- b) Marital or civil partnership status
- c) Having or not having dependants
- d) Religious belief or political opinion
- e) Race (including colour, nationality, ethnic or national origins)
- f) Disability
- g) Sexual orientation
- h) Age
- i) Part time or fixed term contract status

2. Definition of Discrimination

- a) Discrimination can be direct or indirect. Both forms of discrimination must be avoided.
- b) Direct discrimination occurs when one person is treated less favourably than another on grounds relating to sex, race, marital status, age, disability, sexual orientation or religion.
- c) Indirect discrimination occurs where a requirement is imposed which can be complied with by a smaller proportion of persons of particular sex, race, marital status, disability, age, part time or fixed term contract status, sexual orientation or religion than by persons in another group and which is not objectively justifiable in the given situation.

We are opposed to all forms of unlawful discrimination. All will be treated fairly and will not be discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination. We recognise that the provision of equal opportunities in the workplace is not only good management practice, it also makes sound business sense. Our equal opportunities policy will help all those who work for us to develop their full potential and the talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.

3. To whom does the policy apply?

The EO policy applies to all those who work for (or apply to work for) the organisation, and

- a) Registered Members and Students of the Institute
- b) Applicant Members and Students of the Institute
- c) Job applicants and potential applicants
- d) Contract workers
- e) Agency workers
- f) Trainee workers and students on work experience or placements
- g) Volunteer workers
- h) Former employees

4. Recruitment and promotion

- a) All advertisements for posts will be given clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about such posts will be provided in such manner that does not restrict its potential applicants in terms of sex, race, marital status, disability, age, part time or fixed term contract status, sexual orientation or religion.
- b) Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.
- c) All vacancies will be circulated internally as well as externally.
- d) All selection will be thorough, conducted against a fine criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and as to all candidates.

5. Equality commitments: we are committed to:

- a) Promoting equality of opportunity for all persons
- b) Promoting a good and harmonious working environment in which all persons are treated with respect
- c) Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
- d) Fulfilling all our legal obligations under the equality legislation and associated codes of practice
- e) Complying with our own equal opportunities policy and associated policies
- f) Taking lawful affirmative or positive action, where appropriate
- g) Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings

6. Implementation

The Chief Executive has specific responsibility for the effective implementation of this policy. Each director, manager and supervisor has responsibilities and we expect all our employees to abide by the policy and help create the equality environment which is its objective. Any complaints should, in the first instance, be addressed in writing to the CEO of IMIS or to the Chairman of the Board of Trustees.