

AP 034 Equality & Diversity Policy	Rev No: 5	Issue Date 07/05/2021	Written By: O Molloy	Approved By: C Horgan
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PURPOSE

The purpose of this policy is:

- to demonstrate the company's commitment to equality of opportunity for existing and potential employees, by promoting a work environment free from discrimination
- demonstrate CHRIS MEE GROUP's commitment to ensuring equality for its customers (learners and client companies)
- The 9 grounds of discrimination, as described the Equal Status Acts 2000-2008, are:
 - gender,
 - marital status,
 - race
 - family status,
 - religion,
 - sexual orientation,
 - disability,
 - age,
 - membership of the Traveller community.

SCOPE

This policy applies to all present employees (temporary and permanent), all potential employees, all independent contractors, trainers, partners and CHRIS MEE GROUP's customers (individual learners and client companies). The policy also applies to all past employees for twelve months after termination.

RESPONSIBILITY

All employees, independent contractors, trainers, learners, partners and associates are responsible for maintaining and adhering to this policy.

All Managers are responsible for ensuring this policy is adhered to within their Department.

POLICY

It is the policy of CHRIS MEE GROUP to create an environment for employees, learners, clients and service providers that is free from discrimination based on the 9 grounds listed above. CHRIS MEE GROUP expect those responsible listed above to adhere to legislation in relation to equality and diversity, and to contribute to a positive environment within CHRIS MEE GROUP.

All decisions made by CHRIS MEE GROUP will be cognisant of the 9 grounds of discrimination. It is expected that all employee's, service providers, learners and clients act in a similar manner.

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PROCEDURE

For Employees:

- CHRIS MEE GROUP will ensure that its employees, independent contractors, trainers, learners, partners and associates will deal with customers and learners in a considerate, professional, consistent and courteous manner;
- The Company is committed to equal opportunity of employment and all employment decisions will be based on merit, qualifications, and abilities. All employment related decisions will be cognisant of the 9 grounds of discrimination listed.
- The Company will take appropriate disciplinary action towards an employee who fails to follow the Company Equality and Diversity Policy.
- Any employee who feels that they have been treated unfairly in terms of access to employment, conditions of employment, training, work experience or promotion, regrading or reclassification of posts should follow and apply the Company's Grievance Procedure.
- CHRIS MEE GROUP will ensure that decisions made regarding an employee will be cognisant of the 9 grounds of discrimination listed above.
- Personnel records will be maintained for no shorter than the minimum time required in legislation in reporting cases of discrimination, in this case 6 months, except where reasonable cause can be proven, all personnel records of potential/past employees will be kept for one year after either the termination of application for employment, training or promotion

For Customers/Learners/Contractors/Trainers:

- CHRIS MEE GROUP is committed to ensure that all the above:
 - are free from discrimination under the 9 grounds as outlined above;
 - are accommodated with regards to diversity across the nine grounds covered by the equality legislation;
- CHRIS MEE GROUP will also seek to ensure that:
 - Customer, Learners, Contractors and Trainers will not discriminate against employees or each other based on the 9 grounds of discrimination as outlined above;
- Should any potential Customers/Learners/Contractors/Trainers feel that they have been refused access to services provided by CHRIS MEE GROUP based on the 9 grounds of discrimination listed above, they may appeal this decision to the Department Manager.
- Any Customers/Learners/Contractors/Trainers who feel they may have been discriminated against may make an official complaint to CHRIS MEE GROUP, where the SOP-04 Dealing with a Non-Conformance will apply.

RELATED DOCUMENTS

- SOP-004 Dealing with a Non-Conformance
- SOP-016 Grievance Procedure
- SOP-017 Disciplinary Policy

REVISION FREQUENCY

CHRIS MEE GROUP reserves the right to alter the above Policy statement in line with changes in legislation or overall company policy.

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REVISION HISTORY

Rev	Date	Reason for Change	Author	Approver
1		New document released		
2	26/08/2011	Updated document released		C Mee
3	17/11/2017	Update to encompass employees, learners/clients and put into new format	B Purcell	K Long
4	17/09/2020	Update Approver	B Purcell	C Mee
5	07/05/2021	Updated related documents and included specific reference to Trainers	O Molloy	C Horgan