



EQUAL OPPORTUNITY POLICY IN EMPLOYMENT

The Tourism Authority is committed to building an organisation:

- i. that makes full use of the talents, skills, experience, competence, desire and willingness to work;
- ii. includes different cultural perspectives available in a multi-racial, multi-ethnic, multi-cultural and multi-lingual society;
- iii. where people feel they are respected and valued, and can achieve their potential regardless of their status, that is, their age, caste, colour, creed, ethnic origin, impairment, marital status, place of origin, political opinion, race, sex or sexual orientation.

The Tourism Authority will follow the recommendations of the Equal Opportunities Commission as set forth in its Guidelines on Application of an Equal Opportunity Policy at Work in all its employment policies, procedures and practices.

The aims of this policy are to ensure that:

- i. no one receives less favourable treatment, by reason of his or her age, caste, colour, creed, ethnic origin, impairment, marital status, place of origin, political opinion, race, sex or sexual orientation;
- ii. is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practices that cannot be justified on any or more of the above-mentioned grounds;
- iii. is victimised for taking action against the employer for discrimination or assisting a fellow employee in taking such an action;
- iv. opportunities for employment, training and promotion are open to all candidates irrespective of their status, that is, their age, caste, colour, creed, ethnic origin, impairment, marital status, place of origin, political opinion, race, sex or sexual orientation; and



- v. selection for employment, promotion, transfer and training, and access to benefits, facilities and services, will be fair and equitable, and based solely on merit and not on the status of the employees or prospective employees, that is, age, caste, colour, creed, ethnic origin, impairment, marital status, place of origin, political opinion, race, sex or sexual orientation.

This policy applies to all aspects of employment, from recruitment to termination of employment.

We will take the following steps to put the policy into practice and implement it:

- i. The policy will be a priority for the organisation.
- ii. The Executive Officer (Human Resources) will be responsible for the day-to-day operation of the policy.
- iii. The policy will be communicated to all workers and job applicants and will be placed on the organisation's website.
- iv. Workers and their representatives and trade unions (if any) will be consulted regularly about the policy, and about related action plans and strategies.
- v. All workers will be trained on the policy; on their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties and also what constitutes acceptable and unacceptable conduct in the organisation.
- vi. Managers and workers in key decision-making areas will be trained on the discriminatory effects that certain provisions, practices, requirements, conditions, and criteria can have on workers, and the importance of being able to justify decisions to apply them.
- vii. Complaints about discrimination in the course of employment will be regarded seriously, and may result in disciplinary sanctions, and even dismissal.
- viii. Opportunities for employment, promotion, transfer and training will be advertised widely, internally and externally, and, save where a genuine occupational requirement or statutory exception applies, all applicants will be welcomed, irrespective of their



- status, that is, their age, caste, colour, creed, ethnic origin, impairment, marital status, place of origin, political opinion, race, sex or sexual orientation.
- ix. All workers will be encouraged to develop their skills and qualifications, and to take advantage of promotion and development opportunities in the organisation.
 - x. Selection criteria will be entirely related to the job or training opportunity.
 - xi. Grievances, disciplinary action, performance assessment, and terminations of employment, for whatever reason, will also be monitored.
 - xii. Requirements, conditions, provisions, criteria and practices will be reviewed regularly, in the light of the monitoring results, and revised, if they are found to, or might, discriminate.
 - xiii. An equal opportunities action plan will be drawn up, with equality targets and timetables, to show what steps the organisation plans to take to achieve equality of opportunity.
 - xiv. The effectiveness of the policy and the plan will be monitored regularly. A report on progress will be produced each year, and published via the website, the staff newsletter, notice boards, and the annual report.

This policy has been recommended by Management and was approved on **10 May 2019** by the Board of the Tourism Authority following consultation with the employees and the Trade Unions.

Overall responsibility for the effectiveness of this policy lies with the Administrative Officer.

All staff are responsible for familiarising themselves with this policy.

Managers must also make sure their workers know about, and follow, the policy.

For further information, please contact the Administrative Officer.