



Mohill Family Support Centre CLG

Equality and Diversity Policy

DATE 02/2018

Reviewed 03.08.2022

1. Policy Statement

The aim of this policy is to state the commitment of the Directors/Trustees, Employees and Volunteers of Mohill Family Support Centre CLG to equal treatment and promotion of equality and diversity of opportunity both within the Centre and through the work of the Centre. It is the policy of Mohill Family Support Centre CLG to treat all people equally irrespective of

- Gender
- Civil status
- Family status
- Age
- Race
- Religion
- Disability;
- Sexual Orientation
- Membership of the Traveller Community.

Mohill Family Support Centre CLG is opposed to all forms of discrimination and is committed to:

- Promoting a working environment that is inclusive and where everyone is treated fairly and with dignity and respect;
- Preventing any form of direct or indirect discrimination or victimisation;
- Fulfilling all legal obligations under the relevant legislation and associated Codes of Practice;
- Taking appropriate action to address any breaches of this policy.

2. Implementation

The Directors/Trustees of Mohill Family Support Centre CLG in partnership with the coordinator is responsible for implementing this policy and will:

- Ensure that the policy and procedures is communicated to all employees and volunteers, through appropriate induction, management and employees' training, team meetings and support and supervision
- Make sure that the policy is displayed on notice boards, included in the Employee Handbook and highlighted during induction and in any information booklets for service users using the Centre;
- Use non-discriminatory recruitment and selection processes for employees, volunteers and students seeking work experience in relation to employment, promotion, training or any other benefit;
- Provide resources to fulfill the aims of this policy as far as it is reasonably required;
- Use an appropriate equality and diversity proofing template (Appendix 1) to equality proof the work of the Centre.

3. Dealing with Complaints

Employees who believe they have experienced any form of discrimination, harassment or victimisation should raise the matter through Mohill Family Support Centre CLG Grievance Procedures. All complaints in relation to discrimination will be dealt with seriously and in line with the principles of natural justice. Every effort will be made to ensure that an employee making a complaint will not be victimised and any complaint of victimisation will be duly investigated.

Any volunteer, service user or visitors to the Mohill Family Support Centre CLG who believes that they have experienced any form of discrimination, harassment or victimisation are entitled to approach the Coordinator and to be advised on how to pursue their complaint through the Centre's complaints procedure.

These procedures do not detract from the right of any individual to pursue a complaint under the-

- Employment Equality Acts, 1998 – 2015,
- The Equal Status Acts, 2000 - 2015 and / or other relevant legislation.

4. Monitoring and Equality Proofing

The implementation of this Policy and the equality and diversity proofing of the work of the Centre will be reviewed every three years.

This Policy ratified at a meeting of the Directors/Trustees of Mohill Family Support Centre CLG on:

Date:

Signed by the Chairperson:

Appendix 1

EQUALITY PROOFING

What does 'Equality and Diversity Proofing' involve?

Equality and Diversity Proofing involves placing equality and diversity at the centre of all plans and decisions made. It includes:

- Assessing the impact of plans on groups experiencing inequality;
- Resourcing participation of those affected by inequality;
- Focussing attention on equality and diversity outcomes.

Equality and Diversity Proofing Template

The purpose of this document is to provide groups with a practical template to support them to equality proof their work-plans. The document has been adapted from the work of the Equality Authority (merged with the Irish Human Rights Commission in 2014).

Why An Equality Proofing Template?

This template seeks to provide guidelines to support Family Support Centre CLG in equality proofing our plans as an organisation. The template consists of three linked stages – pre-proofing, the proofing moment and post-proofing. **The main focus is on the 'proofing moment'.**

There are a number of reasons why an equality and diversity-proofing template is important:

1. It provides an opportunity for Mohill Family Centre Support Centre CLG to reflect on the provisions of the Equal Status Act and or relevant legislation and ensure that the Centres plans reflect these and that they contribute to the creation of a more equal society;
2. It enhances the capacity and awareness of groups to realise equality and diversity outcomes across all of the nine grounds in the equality legislation.

Using the Template

The named target groups of the Mohill Family Support Centre CLG Programme are:

- Isolated Men
- Isolated Women
- Family Units
- Women
- Children
- Young People
- Older People
- Lone Parents
- People with Disabilities
- Farmers
- Members of Minority Groups
- Travellers
- Unemployed
- LGBT communities
- Tenants and Residents
- Refugees
- Ukrainian Families

The template consists of three stages (pre-proofing, proofing, post-proofing), within which different equality dimensions are addressed.

STEP 1: Pre-proofing considerations.

There are a number of actions that need to be carried out in order to set the context for equality proofing.

- The participation of groups experiencing inequality needs to be facilitated at all stages of the planning process.

Can you think of ways this could be achieved in your Centre and/or community?

- It's a good idea at this stage to provide equality training to all staff members.

STEP 2: The proofing moment.

This stage involves proofing at the ***point of decision-making***. A number of questions have been developed which should be applied to your draft plan before final decisions and priorities are set within your plan.

The process can also be applied to a completed plan as part of your ongoing review.

The questions have been broken down into three areas: **taking account of difference, targeting** and **growing the equality agenda**

- Place a tick in the red column if you feel you feel with your group the answer to the question is **No**
- Place a tick in the amber column if you feel your group has partly meet the criteria
- Place a tick in the green column if you feel your group can confidently answer **Yes** to the question

STEP 3: Post proofing considerations

There is a number of ongoing actions after the plan has been completed that can further build the equality agenda and the equality proofing process.

- Involving equality interests on an ongoing basis in the implementation and the evaluation and review of actions;
- Continuous training and capacity building in how to implement equality objectives and to equality proof.

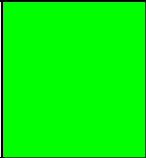
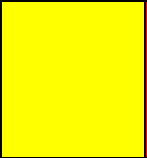
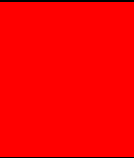
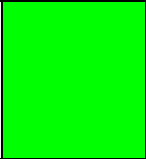
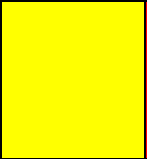
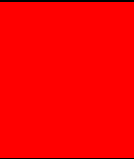
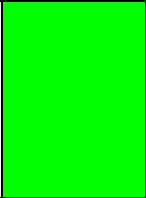
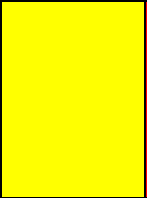
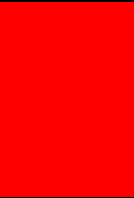
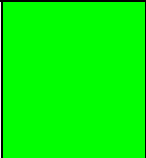
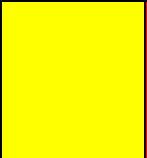
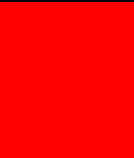
Questions on taking account of difference

These questions are primarily concerned with *whether* and *to what effect* you have taken account of difference in developing your plan.

DIFFERENCE	Green	Amber	Red
Have we considered the relevance of difference, as it applies to the target groups, to the measures we are planning?			
Have we involved target group focus groups in the identification of the practical implications of difference?			
Have we taken account of difference and its practical implications in the design of the actions we are planning so that they are relevant and accessible to target group members?			

TARGETING	Green	Amber	Red
Have we identified the specific needs of target group members in our community?			
Have we included allocated targeted actions to meet these needs?			
Have we set targets and indicators relevant to target group members?			
Have we agreed how these targets will be measures and outcomes evaluated?			

FURTHER DEVELOPING THE EQUALITY AGENDA DURING THE IMPLEMENTATION OF THE PLAN	Green	Amber	Red

<p>Have we made a commitment to continually building the capacity of our Centre and those we are engaged with to realise equality outcomes?</p>			
<p>Have we made a commitment to develop an equal status policy within our Centre?</p>			
<p>Have we committed to encouraging and supporting the participation of equality interests in the implementation of our plan?</p>			
<p>Have we committed to conducting equality reviews of our plans and actions?</p>			
<p>Have we committed to continually raising awareness of equality issues with those that we work with and the wider community?</p>	