



SOUTHERN & EASTERN
Regional Assembly
Promoting Our Region



Ireland's EU Structural Funds
Programmes 2007 - 2013
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Equal Opportunities Policy Recommendations

Version 1 – August 2009

All partners and projects must have an Equal Opportunities Policy which is anti-discriminatory, and should prepare a statement to this effect. The Equal Opportunities Policy should condemn all types of discrimination, direct and indirect, victimisation and harassment. Conditions, procedures and behaviour, which may lead to discrimination and/or inequality, should be eliminated.

Recruitment:

- Projects and partners should ensure equality of opportunity for all regardless of gender, race, nationality, ethnic origin, religion or belief, age, sexual orientation, marital or family status, disability, disadvantage, trade union membership, membership of the travelling community, or any other marginalised group, in the job recruitment process. An outline should be provided of how the projects employment procedures will be monitored and reviewed to ensure compliance with the Equal Opportunities policies.

Work Hours:

- Where possible the working hours of all staff and project participants should allow for flexibility.

Equality:

- Staff and project participants should be treated equally and with fairness at all times. Diversity should be encouraged.
- A framework for dealing promptly and efficiently with staff complaints on matters relating to equal opportunities should be demonstrated.

Target Groups:

- As well as applying the above policies to staff, it is desirable that the project partners should aim to reach out to participating groups (especially marginalised groups in society), with their equal opportunities policy. Special consultation should take place between staff representatives and the project authorities on issues relating to the Equal Opportunities policy.

Marketing/PR:

- All marketing processes should be conducted and presented in an easy and accessible manner. This includes the use of clear, clean audio, large font sizes



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on printed materials, varied and bright colours, jargon-free language, and the availability of all such marketing and PR items in English, Irish and Welsh.

Information/Website Accessibility:

- Projects and partners should ensure that the information provided on websites, leaflets, job advertisements, and other relevant documentation is jargon-free. Large and varying font sizes and colour should be used, to guarantee that the information displayed on websites and leaflets is readable and easily understandable to everyone. The information should be provided in English, Irish and Welsh.

Project Venues:

- Projects and Partners should ensure that the venues set for training events, networking lunches, conferences, workshops, presentations and relevant meetings are physically accessible to all involved, organised during out-of-office hours if necessary, and located near public transport systems.

Communication:

- Facilities should be made available at communication events where it is appropriate that a translator should be present to ensure that the information is communicated in English, Irish and Welsh. Consideration should be given for those with auditory or visual disabilities, where applicable ICT equipment should be adapted to meet the needs of disabled people, and specialists provided to assist disabled people if necessary.

Photographic Images:

- Projects should aim to ensure that all photographic images used, for whatever purpose, are of a positive nature and reflect a diverse representative cross section of individuals and community groups.

Staff Training:

- Equal opportunities policies must be communicated to all staff and project participants by the provision of training and detailed documentation.

Monitoring/Evaluation/Procurement:

- Procedures should be in place to ensure the consistent implementation of the Equal Opportunities policies. These should be monitored continuously.
- Projects should ensure that procured service providers are bound by the Equal Opportunities policy.



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