



## Template Action Plan Improving Access to Employment for Marginalised Groups

### Policy Statement

This Company is committed to promoting equality of opportunity in employment for all persons regardless of their sex; religious belief; political opinion; race; age; sexual orientation; or, whether they are married or are in a civil partnership; or, whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment.

This Company is also committed to improving employability for marginalised groups.

The Department of Employment and Learning defines Employability as:

*'the capability to move into and within labour markets and to realise potential through sustainable and accessible employment'.*

In *[insert date]* we carried out an equal opportunities review of our workforce.

#### Example

In the review we found that women are under-represented in our workforce and amongst our job applicants. We also found that people with disabilities may be experiencing some disadvantages compared to other people under our recruitment procedures. We have decided to take action to address these issues.

We wish to achieve the following goals by the end of 2014 *[or, insert other date as appropriate]*

#### Example

- To increase the proportion of job applications that we receive from women from the current average of 20% per year to an average of 30%;
- To increase the proportion of our women employees from the current average of 20% to an average of 25%;
- To increase the proportion of job applications that we receive from people who have disabilities from the current average of 5% per year to an average of 15%;
- To have in place a procedure to ensure that effective support is given to job applicants who have disabilities.

In order to take practical action to implement these goals and commitments we have developed this Plan. This action plan builds on other policies and practices adopted by the Company previously for the purpose of promoting equality of opportunity. The action plan has been developed in accordance with the requirements of the anti-discrimination laws in Northern Ireland and associated Equality Codes of Practice. The plan will be implemented with particular regard to the good practice recommendations of the Equality Commission's Unified Guide to Promoting Equal Opportunities in Employment and Positive Action Guide.

The plan will be implemented over the course of the next 18 months.

## **Actions**

### **The actions that we will take are as follows:**

1. To develop an Equal Opportunities Policy *[or, review and update an existing policy]*;
2. To review existing equal opportunities monitoring arrangements;
3. To develop a Harassment Policy and Procedure *[or, review and update an existing policy and procedure]*;
4. To develop appropriate positive action measures in line with ECNI Positive Action Guide
  - Encouraging people to apply for job and training opportunities (Positive Action Guide Sections 4.10 – 4.16 & 6.1 – 6.61)
  - Offering training opportunities and facilities (Sections 4.17 – 4.23 & 7.1 – 7.72)
  - Giving preferential treatment to people who are disabled (Sections 5.1 – 5.24)
  - Reserving Job Vacancies for People Who Are Unemployed (Sections 8.1 – 8.18)
5. To review the Company's recruitment and selection procedures, and in doing so pay particular regard to-
  - The adoption of good practice and identification and removal of barriers for marginalised groups
  - The incorporation of positive action measures identified in Point 4 above
6. Review Redundancy Selection Procedure.
7. To consider and review other employment policies and practices to ensure that they comply with the requirements of the anti discrimination legislation and the good practice recommendations of both the Unified Guide to Promoting Equal Opportunities in Employment and Positive Action Guide.
8. To develop and implement a programme of equal opportunities and harassment training for all staff.

## Action Plan

The Company has adopted the following action plan-

Time Period		Actions
2011	31 <sup>st</sup> March	To have completed the review of our monitoring and recruitment procedures and to have started taking the positive action measures proposed in it.
	30 <sup>th</sup> June	To have developed an Equal Opportunities Policy <i>[or, to have reviewed and updated an existing policy]</i>
	31 <sup>st</sup> July	To have developed a Harassment Policy and Procedure <i>[or, to have reviewed and updated an existing policy]</i>
	31 <sup>st</sup> October	To have reviewed the redundancy selection criteria
	31 <sup>st</sup> December	To have delivered the programme of equal opportunities and harassment training to all staff.
2012	31 <sup>th</sup> March	To have reviewed and assessed the outcome of the positive action measures adopted. Consider further action if necessary in line with the guide.
	30 <sup>th</sup> June	To have completed an audit of the Company's other employment policies and practices and developed an action plan to implement audit recommendations.

**The Equality Commission is keen to assist you in the development and implementation of your action plan and can help ensure compliance with the requirements of the anti-discrimination laws in Northern Ireland and associated Equality Codes of Practice.**

You can contact us at;

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