

RELIGIOUS OR SIMILAR PHILOSOPHICAL BELIEF AND/OR POLITICAL DISCRIMINATION

GENERAL QUESTIONS

Staff Profile

- 1 How many staff are employed by the Respondent? Provide a breakdown in terms of name, job title, grade, whether part-time or full-time, date of appointment and perceived religious or similar philosophical belief and/or political opinion. Provide details as at [*insert relevant date*]
- 2 How many staff are employed by the Respondent in [*insert relevant department*]? Provide a breakdown in terms of name, job title, grade, whether part-time or full-time, date of appointment and perceived religious or similar philosophical belief and/or political opinion. Provide details as at [*insert relevant date*]

Policies & Procedures

- 3 What procedures, if any, exist to assure employees that they will be protected from less favourable treatment on grounds of religious or similar philosophical belief/or political opinion?
- 4 Does the respondent have an Equal Opportunities Policy? If so, when was this policy introduced?
- 5 Does the Respondent have a policy on less favourable treatment on grounds of religious or similar philosophical belief and/or political opinion? If so, when was this policy introduced?
- 6 Please state how these policies have been communicated to staff including line managers.
- 7 Please state the disciplinary sanctions which the Respondent invokes when the policy is breached.

- 8 Please state on how many occasions the Respondent has taken disciplinary action as a consequence of a breach of the policy. Please provide the identity of the employees disciplined and the outcome of the disciplinary process.
- 9 Does the Respondent consider it has put these policies into practice in the circumstances described above, and if so, please explain how?
- 10 Please provide details, including date, content and provider of training or awareness seminars provided to staff on equal opportunities and issues relating to discrimination on grounds of religious or similar philosophical belief and/or political opinion.
- 11 Please state whether the employees listed below have attended staff training or awareness seminars on equal opportunities and issues relating to discrimination on grounds of religious or similar philosophical belief and/or political opinion in the workplace [*insert names of employees*].
- 12 What, if any, other measures have been taken by the Respondent to prevent discrimination on grounds of religious or similar philosophical belief and/or political opinion in the workplace?
- 13 How have these measures been communicated to staff including managers?
- 14 Please state what, if any, steps have been taken to ensure that I will not be subjected to discrimination on grounds of religious or similar philosophical belief and/or political opinion in the future.
- 15 How have these measures been communicated to staff including managers?

Indirect Discrimination

- 16 Was the reason for my treatment the fact that I could not comply with a provision, criterion or practice which was applied

equally to all persons regardless of their religious or similar philosophical belief and/or political opinion? If so;

- (i) what was the provision, criterion or practice?
- (ii) why was it applied?

Grievance Procedure

17 Please state whether you received a written grievance dated [*insert date*] from me.

18 Please state what action you took in response to that written grievance. In particular please state:

- (i) the identity of all persons who dealt with the grievance I submitted;
- (ii) the date of any meetings at which my grievance was discussed and provide copies of any minutes of those meetings;
- (iii) when my grievance was responded to;
- (iv) what, if any, action was taken as a consequence of my grievance;
- (v) which, if any, of the Respondent's employees were subjected to disciplinary action as a consequence of my grievance and state the outcome of that action.

19 Did the Respondent comply with the grievance procedure? If not, please state the reason(s) for non-compliance.

Investigation of Complaint

20 Outline the steps taken to investigate my complaint(s) of discrimination on grounds of religious or similar philosophical belief and/or political opinion. In particular state:

- (i) the name of every employee spoken to;
- (ii) the date(s) on which they were spoken to;
- (iii) the personnel present at these meetings;
- (iv) what each individual was told about the grievance;
- (v) details of the questions which were put to the employees and their responses;
- (vi) whether any witness statements were taken.

21 Please state the identity and community background of all staff involved in investigating my complaint(s).

22 Please state the outcome of the investigation into my complaint(s).

Disciplinary Procedure

23 Does the Respondent have a written disciplinary procedure? If so, when was it introduced?

24 What consideration if any did the Respondent give to its disciplinary procedure in respect of my complaint(s)?

25 Has any disciplinary action been taken as a consequence of this investigation?

DOCUMENTS

Please forward copies of the following documents with your replies to this questionnaire:

- a) my personnel file;
- b) my job description;
- c) my contract of employment;

- d) the Respondent's Equal Opportunities Policy;
- e) copies of any minutes, notes, memoranda, e-mails or other documents in the Respondent's care possession or control relevant to my complaint.