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Equal Opportunities & Anti-Discrimination Policy

v1.0

Institute of Computer Education (Malta)

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1. Introduction

The purpose of this policy is to provide diversity and equality to all in employment, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexuality, religion or belief, marital status, social class, gender orientation, gender identity and family responsibilities.

The Institute of Computer Education Ltd (ICE) is an equal opportunity employer and opposes all forms of unlawful and unfair discrimination. ICE aims to provide an inclusive environment which promotes equality, values diversity and maintains a working environment in which the rights and dignity of its entire staff are respected.

All employees will be helped and encouraged to develop their potential.

2. Application of policy

This policy applies to everyone who works at ICE including directors, managers, staff, temporary workers, contract workers, full time, part time and casual workers, and anyone applying for a position with us. It also applies to our dealings with clients and those who undertake work for us, including contractors and their employees.

3. Responsibilities

All staff are expected to:

- Be good role models and not engage in behaviour that could be interpreted as discriminatory.
- Promote the company's equality policy within the organisation.
- Act immediately upon witnessing any conduct that may be in breach of this policy.
- Maintain appropriate confidentiality when involved in a case where discrimination occurs.
- Offer support to anyone who is being discriminated against and let him/her know where he/she can get help and advice.

Anyone with managerial responsibility shall:

- Monitor the working environment to ensure acceptable standards of conduct are always observed.
- Ensure supervised members of staff understand this policy.
- Make it clear that any behaviour which could be in breach of this policy will not be tolerated.

4. Discrimination

Discrimination occurs when a person is treated less fairly than others because they happen to belong to a particular group.

Discrimination may take the following forms:

- **Direct discrimination**
Direct discrimination means treatment that is obviously unfair or unequal, in any of the areas covered by equal opportunity legislation. For example, not hiring someone because they belong to a particular gender would be direct discrimination.
- **Indirect discrimination**
Indirect discrimination means a requirement or rule that is the same for everyone but has an effect or result that is unequal. For example, offering training opportunities exclusively outside office hours may constitute indirect discrimination since members of a particular gender who are usually assigned care responsibilities at home would probably not be able to attend.

5. Victimisation

It is against the policy of the organisation to victimise or threaten to victimise someone because they have:

- Said that they should not be discriminated against

- Made a complaint about being discriminated at work
- Sent a complaint regarding discrimination to an external body, such the National Commission
- Gave advice or information about discrimination to someone else or acted as a witness for someone who has been discriminated against.

Victimisation can include actual or threatened demotion, dismissal, transfer or suspension. ICE will not tolerate victimisation in any circumstances. Anyone found to have engaged in victimisation will be subject to appropriate disciplinary action. Victimisation can also result in legal proceedings under relevant anti discrimination legislation and under criminal law.

6. Vacancy advertising

Wherever possible, all vacancies will be advertised simultaneously internally and externally. Steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups internally and externally. All vacancy advertisements will include an appropriate short statement on equal opportunity.

7. Selection and recruitment

Selection criteria (job description and employee specification) will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job. Wherever possible, more than one person must be involved in the selection interview and recruitment process, members of the under-represented gender will be involved in the interviewing process. Reasons for selection and rejection of applicants for vacancies must be recorded.

8. Procedures

ICE has set procedures to deal with instances of equality and discrimination issues. Please refer to the Complaints & Investigations Policy.

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Any breach in the above policy could result in disciplinary and or criminal action. This policy can be changed by Management from time to time.