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## **Equal Opportunities Policy**

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Published: 02/01/2007 - 17:16



## **Shetland Fisheries Training Centre Trust**

### **NAFC Marine Centre**

## **Equal Opportunities Policy**

**26<sup>th</sup> April 2006**

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1. The Shetland Fisheries Training Centre Trust is committed to achieving equality of opportunity in all aspects of its work and study and eliminating discrimination in all its forms including discrimination on the grounds of sex, marital status, race, colour, nationality, ethnic or national origin, age, disability, sexuality, religious belief, political belief, trade union activity, responsibility for dependents or employment status.

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The Trust recognises that existing and future anti-discrimination legislation provides a statutory framework for the enforcement of equal rights. The Trust is committed to an ongoing programme of action and will make available resources to implement the policy. Where appropriate, positive action measures will be introduced to assist disadvantaged groups as provided for under relevant legislation.

## **Responsibilities of the Shetland Fisheries Training Centre Trust as an Employer**

1. The responsibility for providing equal employment and learning opportunities rests primarily with the Shetland Fisheries Training Centre Trust.

2. The overall responsibility for ensuring the full implementation and monitoring of this equal opportunities policy rests with the Board of Trustees.

3. In order to ensure the effectiveness of this policy the Board of Trustees will:

1. ensure communication of the policy to all employees and learners

2. provide guidance and training for employees, as appropriate, to ensure they understand and properly implement the policy

3. review and develop, as required, recruitment and employment procedures and practices, training arrangements and conditions of service in order to promote equality and eliminate discrimination

4. ensure that the actions of employees in the provision of services shall be carried out in a non-discriminatory manner

5. It is recognised that individual employees acting on behalf of the Trust at all levels have legal and moral responsibilities in terms of the policy for assisting the prevention of discrimination. In particular, individual employees:

1. must co-operate with measures introduced by the Trust to promote equal opportunities and eliminate discrimination

2. must not themselves discriminate against other employees, learners or

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job/student applicants

3. must not induce or attempt to induce other employees, learners or management to practice either direct or indirect discrimination

4. are required to draw to the attention of management any suspected discriminatory acts or practices

5. must not victimise any individuals who have made complaints or who have provided information about discrimination; and

6. must not abuse, intimidate or harass other employees or students on any grounds or otherwise act in a discriminatory manner

7. Discriminatory acts or omissions committed by employees of the Trust will be viewed seriously and could result in disciplinary action being taken.

## **Monitoring and Review**

1. The Trust will maintain procedures and systems for collecting relevant information and statistics to monitor the policy in practice. Information gathered will be made available to the Board of Trustees as required.

2. Information to be monitored includes the composition of the workforce, job applicants and student body using a system of voluntary self-classification in the following areas:

1. **Sex.** Individuals will be asked to classify themselves either male or female.

2. **Disability.** Under the Disability Discrimination Act 1995, disabled employees and students have a right to reasonable adjustment within the workplace/learning environment.

3. **Ethnic Origin.** Individuals should determine with which of the undernoted categories they most closely associate themselves with regard to their ethnic or cultural background and that of their recent forebears.

1. White

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2. Black African

3. Black Other

4. Indian

5. Bangladeshi

6. Chinese

7. Pakistani

8. Other

9. Information gathered through monitoring will seek to:

1. ensure the requirements of the policy and relevant legislation are being met

2. identify practices which may need to be amended or removed to ensure compliance with the policy

3. The Trust's equal opportunities policy does not detract from an individual's rights. This policy does not prevent any individual from pursuing their contractual rights through any internal or external appeals procedures or from pursuing their statutory rights through any body which deals with the enforcement of any particular legislation.

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This document last updated: 25/11/03; 26/04/06