



ESE - Equal Opportunities Policy Document

ESE is fully committed to equality of opportunity, which is an integral part of its overall policy. Every employee and student of the School should ensure that the treatment of one person is not less favourable than that to another person for whatever reason. There is therefore an obligation on all staff and students to respect and observe the following policy.

Chapter 456 and 452 of Laws of Malta prohibits direct and indirect discrimination and victimisation on any of the following grounds:

- ❖ Gender
- ❖ Marital Status
- ❖ Family Status
- ❖ Sexual Orientation
- ❖ Religion or Belief
- ❖ Age
- ❖ Disability
- ❖ Race and Ethnicity

This policy covers both direct and indirect discrimination including victimization.

Direct Discrimination is less favourable treatment for people, which are explicitly related to any of the above grounds. It occurs when a person is treated less favourably than another person is, has been, or would be treated in the same or similar circumstances.

Indirect Discrimination arises where an unjustifiable or unessential requirement or condition is applied but which has a disproportionate adverse effect on a particular group or class of persons who are protected under the legislation. There need not be any intention to discriminate.

Victimisation is any form of retaliation by an employer or arising from circumstances where a person takes any action to pursue their rights, to support action or giving notice of intention to take support action under equality legislation.

Declaration of Commitment by Management

ESE is committed, as an equal opportunity School, to implement equal opportunities in all its policies, practices and procedures. We will ensure that management at all levels actively support, encourage and implement equality in the School. It will implement a positive and continuing programme of action to make this policy fully effective. All School procedures will be reviewed regularly to ensure that individuals are appointed, promoted and treated on the basis of their relevant merits and abilities. All students and employees will have equal opportunity to show ability and progress within the School.



Recruitment and Selection

This is the most important area to monitor, as it is the area in which many organisations prove vulnerable to allegations of discriminatory practices. To avoid this we will review each step of the selection process with the aim of eliminating any possible discriminatory aspects. A well thought out selection process can prove an effective tool to an organisation genuinely pursuing equality of opportunity. The following policy will therefore apply:

1. Recruitment positions in ESE are open to all suitably qualified candidates subject to educational and experience criteria relevant to each specific post being met.
2. The School will prepare written job specifications based on the requirements of the job at the time. Requirements and qualifications considered essential will relate strictly to the proper performance of the job.
3. Advertisements will contain nothing of a discriminatory nature and will encourage applications from the broadest possible base. This does not preclude local advertising of positions where appropriate.
4. All advertisements will contain a positive statement of the School's commitment to its equal opportunities policy.
5. Selection tests, where used will relate only to the genuine requirements of the job and will be designed in a way that affords all candidates an equal opportunity for success.
6. Short listing will be carried out by matching details of all applicants to the job specification. To guard against the possibility of bias more than one person will be involved in this procedure if at all possible.
7. All selection interviews will be conducted impartially. Interviewers will not make assumptions about the suitability of candidates for certain type of work based on gender, marital status or any other personal factor not relevant to the requirements of the job.
8. To avoid the possibility of bias interview boards if at all possible will include members of both sexes.
9. Questions at interviews will be directed towards assessing the suitability of candidates for the job in question. Where it is essential to assess whether personal circumstances will affect performance of the job, relevant questions will be asked equally of all applicants and the answers evaluated on the same basis for all.

Training

ESE is committed to the provision of excellence in its service. It is an integral part of this commitment that all staff members are given equal access to appropriate training. Therefore:

- Training will be available equally to all relevant staff with no category excluded.
- Selection for training will be made without regard to sex, (this will not preclude the School from selecting a mixture of males and females to attend particular courses), marital status or any other non-relevant factor.



Promotion

The School is committed to providing a promotion system, which gives equal access to all suitably qualified staff. The School's promotion practices will not discriminate on grounds of sex, marital status or any other factors. Management will ensure that all staff is aware of career/promotional opportunities.

Promotion will be determined solely from objective criteria based on the person's performance and ability to do the job.

Career Development

Employees will be informed of and encouraged to pursue personal and career development opportunities open to them without assumptions being made about their mobility or possible length of future service.

Working Arrangements

Efforts will be made to enable staff to combine their work and family responsibilities. Leave of Absence, Parental Leave, Job Sharing and other similar Family Friendly schemes have a significant contribution to make in this respect. Subject to the overall needs and requirements of ESE, access to such schemes shall be available equally to all staff.

It is however understood that such requests will need to be considered on a case by case basis depending on the role of the employee and the exigencies of the organisation. It is also understood that any family friendly measures that are granted to a specific employee may be agreed upon for a definite period following which the agreement is reviewed.

Language and Corporate Image

ESE will demonstrate its commitment to equal opportunities by using non-discriminatory, non-sexist language.

Grievances

ESE strives to maintain a happy and harmonious working environment. We understand however that at times there will be instances where you may experience difficulties at your workplace. Any grievances should be discussed with the immediate line manager or supervisor. Should the line manager or supervisor be unable to settle the grievance you may refer to the Human Resources Executive or the Chief Operations Officer. Refer to section 4.11 & 4.12 of HR policies

Contact Point

Anyone wishing further information or wishing to lodge a complaint should contact Ivan Faure – Chief Operations Officer personally or by email at this address: ivanf@esemalta.com

Please review the ESE Corporate Polices on our website:

- *Standards of Business Conduct for Officers & Employees*
- *Employee to Employee Guidelines*