

Equal Opportunity Policy

1. Purpose

The purpose of the LEPRA Society equal opportunities policy is:

- To ensure that all of the staff and job applicants receive fair treatment and are valued in a workplace with out any harassment, victimisation, bullying and discrimination.
- To actively encourage the development of a diverse organisational culture.

2. Principles

- LEPRA Society believes that a diverse workforce enhances its work by bringing diverse viewpoints to bear on issues and challenges, in addition to issues of equity and equal opportunities
- LEPRA Society is committed to developing a workforce that reflects the composition of the communities in which it is located both in terms of gender and persons affected by disabilities and diseases.
- Women candidates are encouraged to apply for all the open positions and efforts will be made to encourage and retain women staff in the organisation.
- In particular, LEPRA Society is committed to promoting access to employment opportunities for those infected/affected by Leprosy/Tuberculosis/HIV/AIDS and other related ailments and diseases and to the people with disabilities.

3. Policy

LEPRA Society is committed to ensuring that all job applicants and the staff receive fair treatment and are valued regardless of gender, race, age, marital status, religion or religious belief, colour, ethnic or national origin. Fair treatment will also be extended to all employees irrespective of their status in terms of sex, sexual orientation, transgender status, disability, HIV/AIDS status or any other characteristic. The society will take all steps to ensure its commitment to ensure that no-one is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

This policy applies to recruitment, promotion, transfer, training, benefits, facilities, and other policies and procedures, and aims to ensure the fair treatment and dignity of employees in workplaces free from harassment, victimisation and bullying.

4. Responsibility for the policy

The Director of Human Resources is responsible for implementing the policy. The Head of Human Resources is responsible for coordinating the application of the policy, and for monitoring its effectiveness.

Regional/Divisional Directors and line managers are responsible for ensuring that the policy is implemented within their own departments, offices, projects and teams, particularly in relation to recruitment and selection, and in the promotion and training of employees.

All employees have a personal responsibility to treat people fairly, value and respect others and ensure that no one is harassed, victimised or bullied in the workplace. Employees should promote a work environment in which people have the confidence to report, in good faith, incidents which are discriminatory or personally offensive.

5. Implementation

The Society is committed to a programme of action to make this policy fully effective. To this end it will develop an action plan which will be monitored and revised annually. The action plan will comprise the following:

- Monitoring and reviewing the effectiveness of this policy on a regular basis.
- Continually review its recruitment, appointment, career development, employment and training provisions
- Providing advice and guidance on equal opportunities to line managers, those responsible for projects, and to all staff working with LEPRASociety.
- Ensuring that the policy is communicated, understood and implemented throughout The Society
- Ensuring that all individual employees are aware of their rights under the equal opportunities policy
- Ensure that all recruitment advertisements carry the statement 'LEPRASociety is an Equal Opportunities Employer' and that encouragement is given to women applicants and applicants from sections of the community which are under represented in the organisation.

.....