



NTIA

Equality & Diversity Action Plan

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1.0 Policy Statement

NTIA is dedicated to encouraging a supportive and inclusive culture amongst the whole workforces. It is within our best interest to promote diversity and eliminate discrimination in the workplace.

This policy reinforces our commitment to providing equality and fairness to all in our employment and not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation. We are opposed to all forms of unlawful and unfair discrimination.

All employees, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect. When NTIA selects candidates for employment, promotion, Training, or any other benefit, it will be on the basis of their aptitude and ability.

All employees will be given help and encouragement to develop their full potential and utilise their unique talents. Therefore, the skills and resources of our organisation will be fully utilised, and we will maximise the efficiency of our whole workforce.

1.2

NTIA commitments are:

- To create an environment in which individual differences and the contributions of all team members are recognised and valued.
- To create a working environment that promotes dignity and respect for every employee.
- To not tolerate any form of intimidation, bullying, or harassment, and to discipline those that breach this policy.
- To make Training, development, and progression opportunities available to all staff.
- To promote equality in the workplace, which [company name] believes is good management practice and makes sound business sense.
- To encourage anyone who feels they have been subject to discrimination to raise their concerns so we can apply corrective measures.
- To encourage employees to treat everyone with dignity and respect.
- To regularly review all our employment practices and procedures so that fairness is always maintained.

NTIA will inform all employees that an equality and diversity policy is in operation and that they are obligated to comply with its requirements and promote fairness in the workplace. The policy will also be drawn to the attention of funding agencies, stakeholders, customers, learners, and job applicants.

NTIA equality and diversity Policy equality and diversity policy is fully supported by senior management and has been agreed with trade unions and/or employee representatives. Our policy will be monitored and reviewed annually to ensure that equality and diversity is continually promoted in the workplace.

1.3

In line with this commitment, we have developed an Equality Plan with the support of the Equality Commission for. This Plan is a voluntary initiative designed to ensure that the Company's employment and service provision policies meet legal requirements across all equality categories.

We will also seek to promote good practice across the range of our policies and in respect of all equality categories. The Plan will build on existing equality work undertaken by the Company and assist in meeting future equality requirements.

It is designed to be flexible and will be reviewed regularly, with the support of the Equality Commission. It is recognised that the timescale of the plan may have to be amended in response to other work priorities and available resources.

NTIA will provide the resources to ensure the implementation of the Plan.

Targets resulting from the Plan will be incorporated into our Business Plan and will include reporting mechanisms to ensure that progress will be reviewed by Senior Management on a regular basis.

The Plan will be integrated into our existing corporate planning and performance management processes and objectives relating to equality will be integrated into the personal performance plans of managerial staff.

We will put in place systems to extend our equality monitoring practices so that we monitor employment and access to services on the basis of the following equality groups: Age, Disability, Sex, Sexual orientation, Race, Religion or belief, Gender reassignment, Marriage or civil partnership, Pregnancy and maternity. This information will be used to better promote equality of opportunity.

Aims & Objectives

2.1 The aim of the Plan is to:

1. Ensure that the Company's employment and service provision policies meet legal requirements across all groups currently protected by employment equality legislation.
2. Promote good equality practice across our range of policies in respect of all equality categories on a phased basis.
3. Assist the Company to promote equality of opportunity in the workplace.
4. To develop an employability strategy with the support of the Equality Commission.
5. To work with the Equality and Diversity team to develop examples of good practice.
6. Build on existing equality work undertaken by the Company and assist us to meet future equality requirements.

2.2

NTIA will undertake to meet the following objectives over the course of the three-year plan:

1. To develop a review schedule to audit existing employment and service provision policies and practice against the relevant Northern Ireland Equality Codes of Practice and Commission Guidance.

2. To action the implementation of any measures identified during the audit of each employment policy.
3. To coordinate ongoing monitoring, review and affirmative action commitments in relation to equality and diversity
4. To identify and implement appropriate and effective monitoring and review mechanisms for other equality and diversity grounds.
5. To develop and implement an action plan for any affirmative action / positive action requirements identified through the equality and diversity monitoring and review mechanism.
6. To implement a programme of equality and diversity Training and awareness across the Company.

3.0 Three-year action plan:

3.1 Policy & Practice Review

Date (by)	To have
Year 1 - 2022	
Jan	To have revised the Equal Opportunity Policy in relation to all equality grounds.
Jan	To develop a Customer Complaints Policy in respect of our Products, facilities and services
Feb	To have revised the Bullying & Harassment Policy in relation to all equality grounds.
Feb	To have developed a Redundancy Policy in line with all equality grounds
Mar	To have revised the Recruitment & Selection Policy in relation to all equality grounds
Mar	To have revised a Disability Reasonable Adjustment Policy.
Mar	To have developed equality-based performance objectives for all managerial staff
Mar	To have revised the Work-Life Balance Policy in relation to all equality grounds and all employment policies relating to work-life balance in relation to all equality grounds.
April	To have developed plans to put in place systems to monitor employment and access to services in relation to equality categories other than community background and sex.
May	To develop an employability strategy with Equality Commission support.
May	To have revised the Absence and Sickness Policy in relation to all equality grounds.
Oct	To have revised the Grievance Policy in relation to all equality grounds.
Nov	To have revised the Discipline Policy in relation to all equality grounds.
Dec	To have completed the implementation of any measures identified in the policy audit schedule for the year. This will include the development of a service provision i.e. customer services policy
Year 2 -2023	

April	To work with the Equality and Diversity to identify good practice policy work that the company can adopt.
April	To review the implementation of the Equality and Diversity Plan.
May	To work with the Equality and Diversity team to promote the company's good practice initiatives.
June	To review the effectiveness of the Company's employability strategy.
July	To consider extending the Company's monitoring strategy.
Year 3 -2024	
April	To work with the Equality and Diversity Commission to identify products practice policy work that the company can adopt.
April	To review the implementation of the Equality Plan.
May	To work with the Equality and Diversity team to promote the company's good practice initiatives.
June	To review the effectiveness of the Company's employability strategy.
July	To consider extending the Company's monitoring strategy.

3.2 Monitoring & Review

Date (by)	To have
Year 1 - 2023	
Jan	To have completed the annual monitoring return in respect of community background and sex and submit to the Equality and Diversity team.
Sep	To have completed an annual review on equal opportunity in the workplace to be considered by the Senior Management Team.
Nov	To have met with the Equality and Diversity team to discuss any issues arising from the annual review (if necessary).
Year 2 - 2024	
Jan	To have completed the annual monitoring return in respect of community background and sex and submit to the Equality and Diversity team.
Sep	To have completed an annual review on equal opportunity in the workplace to be considered by the Senior Management Team.
Nov	To have met with the Equality and Diversity team to discuss any issues arising from the annual review (if necessary).
Year 3 - 2025	
Jan	To have completed the annual monitoring return in respect of community background and sex and submit to the Equality and Diversity team.
Sep	

	To have completed an annual review on equal opportunity in the workplace to be considered by the Senior Management Team.
Nov	To have met with the Equality and Diversity team to discuss any issues arising from the annual review (if necessary).

3.3 Affirmative & Positive Action

Date (by)	To have
Year 1 - 2022	
Apr	To have identified any affirmative / positive action measures required following annual review.
May	To have agreed to any actions identified with the Equality and Diversity team.
July	To have implemented an affirmative / positive action programme.
Year 2 – 2023	
Ongoing	Review any affirmative / positive action measures.
May	To have identified any changes to affirmative / positive action measures required following annual review.
July	To have agreed to any actions identified with the Equality and Diversity team.
Year 3 - 2024	
Ongoing	Review any affirmative / positive action measures.
May	To have identified any changes to affirmative / positive action measures required following annual review.
July	To have agreed to any actions identified with the Equality and Diversity Commission.

3.4 Training & Awareness

Date (by)	To have
Year 1 - 2022	
Ongoing	Equal opportunity awareness Training for all new starts, to cover employment and access to services.
Jan	Fixed date for internal communication to middle/senior management.
Feb	Middle/senior management Training on age legislation and good practice.
Apr	Middle/senior management Training on equality awareness.
May	Middle/senior management Training on service provision.
Jun	Middle/senior management Training on recruitment & selection.
Aug	Middle/senior management Training on bullying & harassment.
Oct	Middle/senior management Training on general HR policies.

Year 2 - 2023	
Ongoing	Equal opportunity awareness Training for all new starts.
Jan	Fixed date for internal communication to Middle/Senior Management.
Feb	Middle/senior management Training - equality update.
April	Training update for all staff on equality.
Year 3 - 2024	
Ongoing	Equal opportunity awareness Training for all new starts.
Jan	Fixed date for internal communication to Middle/Senior Management.
Feb	Middle/senior management Training - equality update.
April	Training update for all staff on equality.