

MONITORING FORM

PRIVATE AND CONFIDENTIAL

NAME: _____

(Print)

EQUALITY OF OPPORTUNITY

We are an Equal Opportunities employer. We do not discriminate on grounds of religious belief or political opinion. We practise equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our employees and job applicants, as required by the Fair Employment Act 1989.

Regardless of whether or not we practise our religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are asking you therefore to indicate your community background by ticking the appropriate box below.

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am a member of neither the Protestant nor the Roman Catholic community

Could you please indicate whether you are:-

Female Male

If you do not complete this questionnaire, we are encouraged to use the "residuary" method, which means that we can make a determination on the basis of personal information on file.

NOTE:

It is not compulsory for you to answer the above questions. However, we would stress that it is a criminal offence under the legislation for a person to "give false information in connection with the preparation of a monitoring return".

Your reply to this form should be sealed in enclosed envelope marked Private and Confidential and returned along with your application form.

DATA PROTECTION

All information that we hold concerning you will be held and processed by the Company strictly in accordance with the provisions of the Data Protection Act.

Your personal information will at all times be kept secure from unauthorised access, loss or destruction and we will not disclose your personal information to anybody unless they reasonably require the information for the purposes for which it was collected. Your information will not be disclosed to anyone outside the Company unless we are required to do so by law.

EQUAL OPPORTUNITIES POLICY STATEMENT

The Company will provide equal opportunity for all job applicants and Employees. All recruitment, promotion, training and transfer will be based upon ability and will exclude any consideration of an applicant's or an Employee's perceived religious beliefs, political opinion, sex, marital status, disability, colour, race, ethnic origin or nationality. The Company will not directly or indirectly discriminate on the grounds of perceived religious beliefs or political opinion, sex, marital status, disability, colour, race, ethnic origin or nationality.

To ensure that the Equal Opportunities Policy is effective, the Company will:-

1. Allocate responsibility for the implementation of the policy to the Chief Executive.
2. Make the policy known to all Employees and job applicants, and display it on appropriate notice boards.
3. Consult with the workforce about the procedures required to make the policy effective.
4. Maintain a neutral working environment in which no worker feels under threat or intimidated because of his/her perceived religious beliefs, political opinion, sex, marital status, disability, colour, race, ethnic origin or nationality, that is to prohibit the display of flags, emblems, posters, calendars, graffiti or the songs which are likely to give offence or cause apprehension for any individual or among any group of Employees.
5. Ensure that the Company's recruitment and selection procedures (outlined below) are consistent, provide equality of opportunity and are seen as fair by all Employees and job applicants. Selection will be based on ability to do the job in question:
 - Job descriptions and personnel specifications will be used for each post in question.
 - Vacancies will be advertised as widely as possible.
 - Any advertisement for a vacancy will clearly define the main duties and necessary requirements for the post in question.
 - All applicants will be required to complete an application form which will be accompanied by a request for a voluntary statement on community background for the collection of Equal Opportunity data. This Monitoring Form will not be included as part of the formal application but will be retained separately and will not be used as the basis for any employment decision.
 - Shortlisting for interviews will be based upon job related criteria.
 - Written assessments will be made on each individual interviewed and reasons for acceptance or rejection recorded.
6. Commit itself to keep under review the operation of this Equal Opportunity Policy to take account of changing circumstances.

7. Carry out the statutory periodic review of employment procedures and practices as specified in Article 55 of the 1998 Order.
8. Regard breaches of this policy as a disciplinary offence.
9. Complaints
 - 9.1 Any Employee who believes that he/she has been treated unfairly within the scope of this Policy or believes they have suffered any form of discrimination, harassment or victimisation has the right to raise the matter with the Employer and all complaints will be dealt with seriously promptly and confidentially.