

EQUAL OPPORTUNITY POLICY

CARGO HANDLING CORPORATION LIMITED

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EQUAL OPPORTUNITY POLICY STATEMENT

The Cargo Handling Corporation Ltd (CHCL) has taken cognizance of Section 9 of the Equal Opportunities Act 2008 which requires an employer to draw up and apply an Equal Opportunity Policy at its place of work with a view to promoting equal opportunities for all.

CHCL believes Equal Opportunity can deliver advantages to its business and workplace.

Treating people fairly has a positive impact on staff, customers, and stakeholders and enhances our reputation as an employer of choice.

Equal Opportunity principles are in line with our aim to get the best from our people and give them the greatest opportunity to do their work well.

All staff – full or part time / contract / casual / agents / voluntary / people working on our premises, and our clients / customers are covered by Equal Opportunity law and by this policy.

Equal Opportunity

Equal Opportunity means fairly treating staff and customers.

Fair treatment includes:

- treating people as individuals without making judgments based on irrelevant personal characteristics
- creating a work environment free from discrimination, harassment, bullying and victimisation
- allowing all employees to work to their full potential
- making decisions based on merit.

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Direct and Indirect Discrimination

Unlawful discrimination is unfairly treating people because of their particular personal characteristics or because they belong to a certain group.

Discrimination can be direct or indirect. Indirect discrimination is treatment which appears to be equal but is unfair on certain people. To be unlawful it must also be unreasonable. It is unlawful to unfairly treat people because of their:

age	pregnancy
Sex or sexual orientation	association with child
chosen gender	religious appearance or dress
race	political opinion
Disability/impairment	religion
sexuality	irrelevant criminal record
marital or domestic partnership status	having or not having dependents
Social/ethnic origin	name
Place of origin	
trade union activity	Caste
	Colour
	Creed

Statement of Commitment

CHCL commits to fair treatment in our policies, procedures or practices in:

- employment – recruiting, selecting, determining terms and conditions, training, promotion and transfer, termination
- providing services

The CHCL shall not disadvantage any of its employees for complaining about unlawful conduct in the workplace or for helping someone else to do so. Reports of discrimination, harassment, vilification and victimization shall be considered very seriously and such complaints shall be handled as quickly, confidentially and fairly as possible in the best interest of parties.

Discrimination, sexual harassment, bullying and victimisation will not be tolerated and the CHCL will take steps considered appropriate against any party involved.

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Rights and Responsibilities

Equal Opportunity law gives rights and responsibilities to employees, current and potential, and to employers.

Staffs have:

- the right for employment to be made on merit
- the right not to be discriminated against, sexually harassed or victimised at work
- the right to be protected by their employers from these behaviours
- the right to complain of grievance at work
- the right to work in an environment free of discrimination and sexual harassment
- the responsibility not to discriminate against, sexually harass or victimise other staff or clients
- the responsibility to be familiar with Equal Opportunity policies and complaint procedures
- the right to report to management if they are being harassed by anyone in the course of their work.

Customers or clients have:

- the right not be discriminated against, sexually harassed or victimised by the employees of the CHCL
- a responsibility not to harass the providers of services.

As Employer, CHCL has:

- the right to control, direct and monitor work performance
- the right to give legitimate comments on performance or work related behaviour
- the responsibility to ensure that the workplace and services offered are free from discrimination, sexual harassment and victimisation
- the responsibility to take all reasonable steps to prevent these behaviours
- the responsibility to respond quickly, seriously and effectively to any complaints.

Our Practice

CHCL has an Equal Opportunity Policy which applies to all.

The Managing Director and/ or those into his rights, have the responsibility for implementing this policy.

Copies of this policy can be obtained from the Head of Department/ Manager/ Assistant Manager/ Responsible Officer and the human resources department.

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Implementation

1. The Policy is a priority to the organisation.
2. Managers and supervisors have the responsibility to communicate the policy to employees and ensure it is followed.
3. Employees have the responsibility to be familiar with this policy and follow it.
4. All workers will be informed on the policy; on their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties and also what constitutes acceptable and unacceptable conduct in the organisation.
5. Managers and workers in key decision making areas will be trained on the discriminatory effects that certain provisions, practices, requirements, conditions, and criteria can have on workers, and the importance of being able to justify decisions to apply them.
6. Complaints about discrimination in the course of employment will be regarded seriously, and may result in disciplinary sanctions, and even dismissal.
7. Opportunities for employment will be advertised widely, internally and externally, and save where a genuine occupational requirement or statutory exception applies, all applicants will be welcomed, irrespective of their status, that is, their age, caste, colour, creed, ethnic origin, impairment, marital status, place of origin, political opinion, race, sex or sexual orientation.
8. All workers will be encouraged to develop their skills and qualifications, and to take advantage of promotion and development opportunities in the organisation.
9. Selection criteria will be entirely related to the job or training opportunity.
10. Grievance, disciplinary action, performance assessment, and terminations of employment, for whatever reason, will also be monitored.
11. Requirements, conditions, provisions, criteria and practices will be reviewed regularly, in the light of the monitoring results, and revised, if they are found to, or might, discriminate.
12. An equal opportunities action plan will be drawn up, with equality targets and timetables, to show what steps the organisation plans to take to achieve equality of opportunity.
13. The effectiveness of the policy and the plan will be monitored regularly. A report on progress will be produced every year, and published via the website and the annual report.

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Complaints

The Managing Director and/ or those into his rights have the ultimate responsibility for implementing this policy.

Any complaints about policy breaches will be dealt with quickly, seriously and confidentially.

In the first instance contact (Name and position) they are able to:

- hear your complaint
- give you information on policies and procedures
- discuss options to resolve the problem
- refer you for more help if needed.

In most cases, any further action will be guided by the person making the complaint.

If there is a risk to any employees' health or safety at work, action will be taken by management. For further confidential help contact the Assistant Human Resources Manager (2061714).

At any time you have the right to contact an external agency for advice or help. The Equal Opportunity Commission can be contacted via:

Telephone	2010174
Website	eoc.gov.mu

Anyone making a complaint or helping someone else to complain about unlawful discrimination or harassment is protected from being victimised for complaining.

Anyone found to have breached this policy or the law, or to have made a false or malicious complaint, will be disciplined. Discipline may include demotion, suspension or dismissal.

We hereby declare that this Equal Opportunity Policy Statement is geared towards building an organisation that makes full use of talents, skills, experience and competence and where the employees, customers and stakeholders feel respected and valued, and can achieve their potential regardless of their status, that is, their age, caste, colour, creed, ethnic origin, impairment, marital status, place of origin, political opinion, race, sex or sexual orientation.

Approved by the Board on 07 November 2014.