



Isle of Man Public Service

Equality, Diversity and Inclusion Recruitment Principles

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Purpose:

The Isle of Man Public Service is committed to creating an inclusive culture which celebrates equality, diversity and inclusion. We understand how a wide range of views and experiences can benefit us as we work together for the Isle of Man regardless of:

- Age
- Disability
- Gender Reassignment
- Marital and Civil Partnership status
- Pregnancy and maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

We believe that every employee has the right to be treated with respect and dignity throughout their employment with us and not to be discriminated against and this starts with how we recruit. We seek to achieve higher standards than the minimum set out in legislation and we pro-actively encourage a culture that recruits and supports diversity and equal opportunity.

Scope:

This policy applies to all workers including employees, temporary workers, agency staff working on behalf of the Isle of Man Public Service.

Our Commitment During Recruitment:

We will:

- Ensure that decisions affecting recruitment, promotion and career development are based on an individual's ability and genuine occupational requirements.
- Provide development and support for all recruiting managers so we consistently apply these commitments in practice.
- Make adjustments to meet the needs of disabled employees, workers and applicants during the recruitment process where reasonable and possible to do so.
- Ensure all recruitment publications and material reflect, in the language and images, the diversity of our employees and customers.
- Ensure prospective applicants are given equal and reasonable access to adequate information about the post and its requirements, and about the selection process.
- Consider applicants equally on merit at each stage of the selection process.
- Ensure selection is based on relevant, non-discriminatory and objective criteria applied consistently to all applicants.
- Ensure selection methods are reliable and free from bias.
- Ask fair, objective and consistent competency and values based questions at interview.
- Keep appropriate records of the recruitment and selection process, including interviews to objectively justify our decision.
- Monitoring recruitment and selection to ensure equality of opportunity throughout the process and taking steps to eliminate any discriminatory practices.

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Promotion and Career Development:

Decisions in respect of promotions and career development focus on skills and talents rather than assumptions based on age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Diversity Monitoring:

To get an accurate picture and to identify any inequalities, we will collect, on a voluntary basis, individual personal information on the diversity of potential recruits and existing employees applying for vacancies.

All personal data is held securely and processed in compliance with the GDPR and any Codes of Practice that have been issued by the Information Commissioner.

Complaints with respect to recruitment:

Applicants and Employees have the right to be treated with dignity and respect during the recruitment process and feel confident in raising any concerns they may have.

Should an employee or applicant believe they have been discriminated against during the recruitment process then they should raise these with the Office of Human Resources in the first instance.

All concerns will be taken seriously and managers will work with employees to investigate these as quickly as possible, with sensitivity and where appropriate, seek to resolve these informally where possible.

Members of the public who wish to make a complaint can do so using our Complaints Procedure which can be found on our website. All complaints will be dealt with fairly and respectfully, regardless of the protected characteristic of the individual making the complaint.

Where needed, employees can use the Grievance procedures to raise issues which can not be resolved informally.

Assistance will be given to people who wish to make a complaint but require support or a different format to do so.

Who can I contact for further information?

If you need any assistance or further information please contact our **Recruitment Team** on **686300**.