

Ministry of Social Integration and Economic Empowerment

Equal Opportunity Policy

The Ministry of Social Integration and Economic Empowerment was set up in 2010 with specific responsibility to combat absolute poverty and strive towards the creation of an inclusive and more equitable society. The main objectives of the Ministry are to the formulation of policies and national action plans that facilitate social integration and inclusiveness as well as promote sustainable economic development and the empowerment of vulnerable groups by widening the circle of opportunities for their employability and the enhancement of their living conditions.

The Ministry is committed to creating a working environment based on equal opportunity for all its employees, who will be respected, valued and whose talents, skills, experience and competence will be fully used irrespective of their age, caste, colour, creed, ethnic origin, impairment, marital status, place of origin, political opinion, race, sex or sexual orientation.

The Ministry of Social Integration and Economic Empowerment will follow the recommendations of the Equal Opportunities Commission as set forth in its Guidelines on Application of Equal Opportunity Policy at Work in all its employment policies, procedures and practices.

The aims of this policy are to ensure that employees do not receive less favourable treatment on grounds of age, caste, colour, creed, ethnic origin, impairment, marital status, place of origin, political opinion, race, sex or sexual orientation or disadvantage by any conditions, requirements, provisions, criteria, procedures or practices that cannot be justified or for taking action against the Head of the Ministry for discrimination or for assisting a fellow employee in taking such action.

The policy applies to all aspects of employment from recruitment to termination of employment, and covers all the activities of the Ministry as follows:

Duties and responsibilities

- Allocation of tasks and duties is done equitably among all offices of the same status
- Allocation of higher responsibilities and allowances is done according to established rules and Regulations

Leave and training

- Leave is granted on a roster basis or should otherwise be approved.
- Opportunities for training are available to everybody.

Accommodation and other facilities

- Proper accommodation, services, tools and equipment are available to all officers.
- All employees should work in a safe and healthy environment.

Requests and complaints

- Requests and complaints from employees are fairly attended to, taking into account availability of resources and eligibility.
- All employees should have the opportunity to be listened to.

Disciplinary measures

- Disciplinary measures are taken in a fair and equitable manner.

Management Style

- The style that the Management should adopt must impact positively on the working environment.
- Employees should not be victims to the imbalance of power between management and others.
- Decision making is made in an ethical manner.

Performance Management

- Performance should be based and measured on work-related criteria only.
- The contribution of each employee to the achievements of the Ministry is valued and rewarded in an equitable manner.

Procurement

- Procurement procedures should be in line with the provisions laid down in the Public Procurement Act 2006 and the Public Regulations 2008.

The following steps will also be taken in consideration during the implementation of the policy:

- The policy will be a priority to the organization.
- Senior Management will be responsible for the day-to-day operation of the policy.
- The policy will be communication to all the employees and will be placed on the website.
- Employees will be trained on the and on how the policy will affect the way they carry out their duties and also what constitutes acceptable and unacceptable conduct in the organization.
- Senior staff will be trained on the discriminatory effects that certain provisions, practices, requirements, conditions and criteria can have on employees, and the importance of being able to justify decisions to apply them.
- Complaints on discrimination in the course of employment will be regarded seriously and may result in disciplinary sanctions, and even dismissal.
- Action on grievances, disciplinary action and performances assessment will be monitored.
- 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.
- An Equal Opportunities Action Plan will be drawn up, with equality targets and timetables, to show the steps the organization plans to achieve equality of opportunity.
- The effectiveness of the policy and the plan will be monitored regularly. A report on progress will be produced each year.

This policy has been endorsed by the staff and has the full support of management. The Policy was approved on 19 November 2013, following consultations with the senior staff and employees. Overall responsibility for the effectiveness of this policy lies with management.

All staff are responsible for familiarizing themselves with this policy. Management must make sure that employees know about, and follow, the policy.

For further information, please contact us on telephone number 2086904 and fax number 2130633 and email msiep@govmu.org