



EQUAL OPPORTUNITIES EMPLOYER

Brightwater provides recruitment consultancy services for a range of national and international companies encompassing both the public and private sector. Established in Ireland in 1998, Brightwater is now one of the leading recruitment consultant companies with offices in Dublin.

Brightwater is an equal opportunity employer and is fully committed to a policy of treating all its employees and job applicants equally. Brightwater will also take all reasonable steps to provide a work environment in which all employees are treated with respect and dignity and that is free of harassment based upon an employee's race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, marital or civil partnership status, age or disability.

Awareness

The Company will raise awareness of this company policy and help employees to identify discriminatory acts or practices or acts of harassment or bullying. Directors and Managers will be responsible for ensuring they actively promote equal opportunity within the departments for which they are responsible.

The company will also take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications without regard to race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, marital or civil partnership status, age or disability.

Terms of Employment, Benefits, Facilities & Services

All terms of employment, benefits, facilities and service will be reviewed from time to time, in order to ensure that there is no unlawful discrimination on the grounds of race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, marital status or civil partnership, age or disability.

Recruitment, Advertising & Selection

The recruitment process for positions at Brightwater will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of experience, skills, abilities and qualifications. The Company is committed to applying its equal opportunities policy statement at all stages of recruitment and selection.

Advertisements will encourage applications from all suitably qualified and experienced people. When advertising job vacancies, in order to attract applications from all sections of the community, the Company will, as far as reasonably practicable:

1. Ensure advertisements are not confined to those publications which would exclude or disproportionately reduce the numbers of applicants of a particular gender, sexual orientation, religion, age or racial group.
2. Avoid prescribing any unnecessary requirements which would exclude a higher proportion of a particular gender, age, sexual orientation, religion or racial group or which would exclude disabled job applicants.
3. Avoid prescribing any requirements as to marital status.
4. Where vacancies may be filled by promotion or transfer, they will be published to all eligible employees in such a way that they do not restrict applications from employees of any particular gender, age, sexual orientation, religion or racial group or from employees with a disability.
5. Ensure that the setting of age limits as a criterion of any specific job is justifiable.

The selection process will be carried out consistently for all jobs at all levels. All applications will be processed in the same way. The employees responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application.

During interviews, all questions asked of the applicants will relate to the requirements of the job. The selection of new employees will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question.



With disabled job applicants, the Company will have regard to its duty to make reasonable adjustments to work arrangements or to work premises in order to ensure that the disabled person is not placed at a substantial disadvantage in comparison with persons who are not disabled.

Reporting Complaints

All allegations of discrimination or harassment will be dealt with seriously, confidentially and speedily. The Company will not ignore or treat lightly grievances or complaints of discrimination or harassment from members of a particular sex, sexual orientation, of a certain age, religion or racial group or from employees who are disabled. To report a complaint, please refer to our complaint policies on our website.

For any queries regarding this policy, please contact Aoife Clarke, Director of Operations & HR – a.clarke@brightwater.ie