



National Computer Board

EQUAL OPPORTUNITY POLICY

1. Introduction

The National Computer Board is an equal opportunity employer which makes full use of the talents, skills, experience, and competence and includes different cultural perspectives available in a multi-racial, multi-ethnic, multi-cultural and multi-lingual society. The National Computer Board ensures that people are 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.

The National Computer Board will follow the recommendations of the Equal Opportunities Commission as set forth in its Guidelines on Application of an Equal Opportunity Policy at Work in all its employment policies, procedures and practices.

2. Aim of the Policy

The main aims of this policy are to ensure that:

1. No one receives less favourable treatment, by reason of his or her age, caste, colour, creed, ethnic origin, impairment, marital status, place of origin, political opinion, race, sex or sexual orientation;
2. No one is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practices that cannot be justified on any or more of the above-mentioned grounds;
3. No one is victimised for taking action against the employer for discrimination or assisting a fellow employee in taking such an action;
4. Opportunities for employment, training and promotion are open to all candidates 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; and

5. Selection for employment, promotion, transfer and training, and access to benefits, facilities and services, will be fair and equitable, and based solely on merit and not on the status of the employees or prospective employees, that is, age, caste, colour, creed, ethnic origin, impairment, marital status, place of origin, political opinion, race, sex or sexual orientation.

This policy applies to all aspects of employment, from recruitment to termination of employment.

3. Implementation and Practice of the Policy

The policy will be a priority for the organisation and the Human Resource will be responsible for the day-to-day operation of the policy.

- a) Ensure that the policy will be communicated to all employees and job applicants and will be placed on the organisation's website.
- b) Conduct consultations with employees and their representatives as well as Trade Unions on the Policy Statement and on related action plans and strategies.
- c) Ensure that all employees 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.
- d) Informed Managers and employees in key decision-making areas 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.
- e) Investigate complaints on discrimination and appropriate actions will be taken wherever applicable.
- f) Ensure that opportunities for employment, promotion, transfer and training will be advertised widely, internally and externally except where a genuine requirement or

statutory exception applies. All applicants will be welcomed, irrespective of their status and selection criteria will be entirely related to the job or training opportunities.

- g) Monitor grievances, disciplinary action, performance appraisal and termination of employment.
- h) Review and revise requirements, conditions, provisions and practices with a view to eliminating any form of discrimination at work.

4. Grievance Reporting Procedure

1. An employee who has a grievance about discrimination at work may report the matter in writing to the Executive Director. Upon receipt of the complaint, the matter shall be referred to the Human Resource for examination.
2. The Human Resource Committee shall examine the complaint and carry out an investigation within a reasonable delay. A committee may be set up to hear the complainant and the employee against whom the complaint is made. The Human Resource Committee may also attempt to reconcile the parties.
3. In the event the complaint is well-founded, the Human Resource Committee shall make recommendations on appropriate actions to be taken against the discriminator.
4. If there is no sufficient evidence of discrimination, even after gathering more information from the complainant, no further action will be taken on the complaint.
5. The Human Resource Committee shall inform the employee concerned on the outcome of the investigations.
6. In the event the complainant is not satisfied with the outcome of the investigation, he/she may have recourse to the Equal Opportunities Commission.

5. Confidentiality

Any matter raised by an employee and/or any investigation carried out in respect of a complaint of discrimination will be treated with utmost confidentiality.

6. Protection of confidential information

The National Computer Board has developed the following policies and procedures regarding the storage, disclosure and distribution of confidential or sensitive personal information with respect to recruitment. Employees who handle such information should follow these procedures:

- Confidential information must only be used for the purpose for which the information has been provided and not used for any other purpose unless obtaining required authority and approval.
- Strict confidentiality must be observed during recruitment process. Applications must be opened and processed only by Human Resource Department. The applications must be kept and locked in the HR filing Cabinet and be kept confidential.
- All Head of Departments/Employees must make sure that confidential information cannot be accessed by unauthorised people and that sensitive information is only discussed with people, either within or outside the organisation, who are authorised to have access to it.
- Unless authorised to do so, employees must make sure that they do not disclose or use any confidential information without official approval and should disclose information only through appropriate authorisation.
- All committee/ selection panel members as well as employees managing and assisting the recruitment process must be aware of and respect the confidentiality of the recruitment and selection process by signing the Disclosure of Conflict of Interest and Confidentiality form.
- Members must not jeopardise the integrity of the process by divulging information to anyone outside the selection panel.

7. Scope and compliance

The present policy will form part of the Code of Ethics/Conduct and will apply to all employees. Any breach may result in disciplinary action as deemed appropriate. The

contents of the Policy should be read in conjunction with the provisions of the Equal Opportunities Act and the statutory exceptions provided there-under.

8. Endorsement

- This policy is endorse by the Board at its 274th meeting held on 16 March 2020.
- Overall responsibility for ensuring the effectiveness of this policy lies with the Executive Director.
- All staffs are responsible for familiarizing themselves with this Policy Statement. All Heads of Department must also make sure their staff know about, and follow the Policy Statement.