



CHECKLIST FOR EMPLOYERS

DISCRIMINATION (JERSEY) LAW 2013

This is by no means an exhaustive list as every employer will need to carefully consider their own set of circumstances – this checklist is purely intended as general guidance.

Protected Characteristic Implementation Dates

- Race Discrimination – 1 September 2014
 - Sex Discrimination – 1 September 2015
 - Age Discrimination – 1 September 2016 (removal of retirement age 1 Sept 2018)
 - Disability Discrimination – 1 September 2018
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- ✓ Make all staff aware of the Discrimination Law as **individuals** can have claims lodged against them;
 - ✓ Make sure adverts are non-discriminatory;
 - ✓ Ensure you have Job descriptions/person specifications based on essential job features;
 - ✓ Review application forms;
 - ✓ Use standard, non discriminatory interview questions;
 - ✓ Measure applicants against objective criteria;
 - ✓ Monitor appointments – keep records;
 - ✓ Review pay & benefits – equality between differing races/sexes?
 - ✓ Part-timers pay and benefits pro-rata?
 - ✓ Review long pay scales;
 - ✓ Benefits open to both sexes?
 - ✓ Promotion opportunities available to all?
 - ✓ Equal access to training?
 - ✓ Review dress codes – equal standards?
 - ✓ Review redundancy policy – discriminatory?
 - ✓ Review email/internet policies – appropriate material?
 - ✓ Implement anti-harassment and equal opportunity policies;
 - ✓ Consider pregnancy/maternity policy – make sure employees on leave are consulted when necessary;



- ✓ Give serious consideration to flexible/part-time working;
- ✓ Do not victimise ex-employees e.g. refusal to provide reference if they have brought a complaint against you;
- ✓ Investigate any complaint quickly and thoroughly; and
- ✓ Keep good records of actions taken.

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