



Swiss International
Institute Lausanne

EMPLOYMENT EQUALITY POLICY

Swiss International Institute Lausanne - SIIL

Approved by:	HR Department
Date of Approval:	02.10.2019
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Owner:	Rectorate
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I PURPOSE

To set out the procedures to be followed to ensure that the SIIL recruitment procedures provide for equality in employment opportunities.

II SCOPE

SIIL appointments are open to all candidates, irrespective of gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community.

III PROCEDURE

It is essential to ensure that there is no bias against candidates on grounds of gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community in deciding who should be shortlisted for interview, and at interviews. Members of the HR Department must not make assumptions about the suitability of candidates for appointment, which are based on any criterion not directly related to the specification for the post.

Questions at interviews should refer only to the requirements of the job. Questions relating to domestic and civil arrangements, for example, family status, care of children or disability must not be asked.

If it is essential to assess whether personal circumstances will affect performance of the post, for example, where the post involves unsocial hours or extensive travel, relevant questions, where they are deemed absolutely necessary, should be asked equally of all applicants, and the answers should be evaluated on the same basis for each.

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