

Equal Opportunities Staff Policy

1 Aims

- 1.1 The Academy aims to support the creation of an environment that will:
- eliminate unlawful, direct and indirect discrimination and promote equality of opportunity and diversity;
 - ensure that no employee or job applicant receives less favourable
 - treatment on grounds of colour, race, national origins, religion, belief, ethnic origin, sexual orientation, gender reassignment, disability, age, gender or marital status.
 - value, celebrate and learn from the cultural diversity of its staff.

have regard to and accept its responsibilities under:

- Sex Discrimination Act 1975/86;
- Race Relations Act 1976 & (Amendment) Regulations 2003;
- Disability Discrimination Act 1995 & (Amendment) Regulations 2003;
- Equal Pay Act 1970 & (Amendment) Regulations 2003;
- Human Rights Act 1998 (where applicable);
- Sex Discrimination (Gender Reassignment) Regulations 1999
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003

2 The Workforce and Application

- 2.1 The Academy will ensure that no employee receives less favourable treatment and that appropriate support is provided so that all employees attain their full potential to the benefit of the Academy and themselves.
- 2.2 The Academy wishes to achieve an ability-based workforce which is in line with the working population mix in the relevant labour market.
- 2.3 The cooperation of all employees is essential for the success of this policy. This Policy applies to all staff of Academy. Managers and supervisory staff are responsible for ensuring the policy is upheld.
- 2.4 The Academy Governing Body has lead responsibility for achieving the aims of this policy and for ensuring compliance with the relevant Acts of Parliament and Codes of Practice.
- 2.5 The Vice Principal responsible for Emotional Literacy will play a positive role in assisting Academy in combating all forms of unfair treatment and the promotion of good equality of opportunity practices.
- 2.6 Proven behaviour or action against the spirit or the letter of the aims on which this policy is based will be considered a serious disciplinary matter and may lead to dismissal.
- 2.7 The policy applies to all areas including:
- Job advertising.
 - Treatment during the recruitment and selection process.
 - Terms and conditions of employment.
 - Training and development.
 - Promotion and transfers.



- Treatment during disciplinary, grievance and redundancy procedures.

2.8 The policy does not form part of the contract of employment.

3 Positive Action

3.1 Under represented groups should be encouraged to apply for training and employment opportunities within the Academy. Recruitment to all jobs should be strictly on merit.

3.2 Wherever necessary, use should be made of lawful exemption to recruit suitably qualified people to cater for the special needs of particular groups.

3.3 Efforts should be made to identify and remove unnecessary and unjustifiable barriers and to provide appropriate facilities and conditions of service to meet the needs of under represented groups.

4 Vacancy Advertising

4.1 The Governing Body shall put in place arrangements to determine which vacancies must be advertised both internally and externally simultaneously. It is anticipated that senior posts would always be advertised externally.

4.2 Steps should be taken to ensure that knowledge of vacancies reaches under-represented groups internally and, where appropriate, externally.

4.3 Wherever appropriate, vacancies should be notified to job centres, careers offices and colleges as well as to minority press, media and organisations.

4.4 All vacancy advertisements should include a short statement on equal opportunities e.g. *“Academy believes in equality of opportunity and employs people from all sections of the community solely on the basis of their abilities”*.

5 Selection & Recruitment

5.1 Selection criteria, including job descriptions and person specifications, should be kept under review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

5.2 Wherever possible, more than one person should be involved in the shortlisting and the selection interview. All staff involved in the recruitment process should receive training in equal opportunities and diversity.

5.3 The appropriate representation in terms of diversity in the shortlisting and interviewing process should always be considered.

5.4 Reasons for selection and rejection of applicants for vacancies must be recorded.

6 Dealing with Complaints of Discrimination/Unfair Treatment

6.1 Any employee who has grounds to believe that they have been the victim of unlawful direct or indirect discrimination may submit a grievance in accordance with Academy Grievance Procedure.



- 6.2 If the complaint is against the employee's own immediate superior, confidential application should be made to the EF. Where the complaint is against the EF in their substantive role, the employee may approach the Principle.
- 6.3 Complaints of any form of discrimination, unfair treatment or victimisation should provide in writing:
- Details of what, when, and where the occurrence took place.
 - Any witness names or statements.
 - Names of any others who have been treated in a similar way.
 - Details of any former complaint made about the incident (informal or otherwise), date, where and to whom made.
 - Where appropriate, a preference for a solution to the complaint.
- 6.4 Until the grievance is heard, complainants should keep the matter confidential other possibly than arranging for details of witnesses to be given to the persons involved in the investigation. Breach of confidentiality by any party involved in both the investigation and subsequent hearing will be considered a disciplinary offence.
- 6.5 The authorised person will carry out a thorough investigation as quickly as possible.
- 6.6 All parties will be given the opportunity to explain events and actions.
- 6.7 The complainant may be accompanied and assisted by a Trade Union Representative or fellow employee at this formal stage of the procedure.
- 6.8 Witnesses will be consulted where necessary and if requested by either party.
- 6.9 Where appropriate, proven unlawful discrimination by employees will be dealt with under the disciplinary procedure.
- 6.10 Where practices and systems are proven to inadvertently discriminate unlawfully, remedial action will be taken to eliminate it.
- 6.11 The results of the investigation will be communicated in writing to all parties involved and the wider workforce where appropriate.
- 6.12 Appeals against any decision will follow the Academy Grievance Procedure accordingly.

7 Victimisation

- 7.1 No person will be victimised or discriminated against for taking action under this policy or for supporting such action by another.

8 Monitoring, Evaluation and Review

- 8.1 Academy Governing Body will review this policy from time to time assess its implementation and effectiveness. The policy will be promoted and published throughout the Academy.