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## EQUAL OPPORTUNITIES POLICY

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## 1 INTRODUCTION

The Company is committed to ensuring individuals are selected and treated on the basis of their merits and are given equal opportunity within the Company.

This policy applies to all aspects of work, including but not limited to, recruitment and selection, allocation of work/overtime, training, promotion, career development and, where necessary, selection for redundancy.

## 2 PRINCIPLES

All employees, potential employees and other individuals will receive equal treatment regardless of:

- ✓ Colour, nationality, ethnic or national origin, caste or race
- ✓ Religion or belief
- ✓ Gender, sexual orientation or re-assignment of gender
- ✓ Marital or civil partner status
- ✓ Age
- ✓ Disability
- ✓ Pregnancy or maternity

The above are known as “Protected Characteristics”.

- ✓ Spent or irrelevant criminal convictions
- ✓ Political views or affiliations
- ✓ Trade Union membership

No employee will be disadvantaged by a condition or requirement that cannot be shown to be justifiable.

All decisions about employment and training will be based on merit, be objective, relate to individual personal development criteria and support business goals.

## 3 RECRUITMENT AND SELECTION

### 3.1 ADVERTISING

- ✓ Recruitment material will aim to encourage applications from individuals who have appropriate qualifications and/or experience
- ✓ When deciding on advertising media, the Company will endeavour to ensure that diverse groups will view the advertisement
- ✓ Advertisements will use non-discriminatory language
- ✓ Job requirements e.g. travel, hours of work, location etc. will be justifiable and non-discriminatory. Focus will be on essential and objective job-related criteria
- ✓ Reasonable adjustments will be made to the role or workplace to accommodate disabled employees

### 3.2 SELECTION CRITERIA

- ✓ Applicants will be assessed on their relevant merits and abilities
- ✓ Adjustments will be made where it is considered that selection methods may disadvantage any particular group

## 4 TERMS AND CONDITIONS OF EMPLOYMENT

Pay, benefits and other terms and conditions of employment will reflect relevant skills, experience, abilities, performance and local labour market conditions and will not discriminate on unjustifiable grounds.

## 5 PROMOTION

Promotion decisions will be made on the basis of relevant skills, experience and abilities and performance.

## 6 TRAINING

Where necessary and appropriate, specific training will be given to ensure equality of opportunities within the Company.

Training decisions will be based on business needs and individual development goals.

## 7 ENFORCEMENT

- ✓ Employees who consider that they have been unfairly treated on a discriminatory basis should follow the Company's grievance procedure. See the Grievance Policy for details
- ✓ In appropriate circumstances, consideration will be given to any request for the
- ✓ complainant to remain absent from work during a grievance investigation or until the outcome of the grievance is determined. As an alternative, it may be permissible to separate the complainant and the person against whom the complaint is directed
- ✓ Any employee who is found to have committed an act of unlawful discrimination or
- ✓ otherwise breached this Policy, will be subject to the Company's Disciplinary Policy
- ✓ No employee will face reprisal for raising such a grievance unless it is untrue and not made in good faith

## 8 DEFINITIONS

### **Direct discrimination:**

Where a person is treated less favourably than another person as a result of a Protected Characteristic.

### **Indirect discrimination:**

A provision, criterion or practice that applies to everyone but adversely affects people with a Protected Characteristic more than others, and is not justified.

### **Victimisation:**

Treating an individual less favourably than others, or would be treated in the same or similar circumstances, because they have made a complaint or allegation of harassment or discrimination or have acted as a witness or informant.

### **Harassment:**

This includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

### **Disability Discrimination:**

This includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.