



EQUAL OPPORTUNITIES POLICY (STAFF)

Reviewed by: N Tribe	Date: Sept 26	Next review: Sept 27
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GENERAL STATEMENT

It is the policy of Adcote School for Girls ("the School") to promote equality of opportunity and ensure that all job applicants and employees are treated fairly, with dignity and respect, and without unlawful discrimination, harassment or victimisation.

The School is committed to complying with the Equality Act 2010 and will not unlawfully discriminate on the grounds of any protected characteristic, namely age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The School recognises that equality of opportunity does not necessarily mean treating everyone identically and that reasonable adjustments or other lawful measures may be required to ensure fairness.

The School will monitor its employment practices and, where appropriate, consider lawful positive action to address identified disadvantage or underrepresentation.

PROCEDURE

- Adcote School is an equal opportunities employer. Equal opportunity is about good employment practices.
- Every employee is covered by this policy (including full and part-time employees, occasional workers and any other individual who has occasion to work for the School) and every employee has a personal responsibility for the implementation of the policy.
- The School will not discriminate on grounds of sex, marital status, ethnic origin, colour, nationality, disability, age or other grounds of discrimination not prohibited by legislation such as sexual orientation etc.
- This policy applies to the advertisement of job vacancies, recruitment and selection, appointment, training, conditions of work, pay, benefits, discipline and every other aspect of employment.
- All employees must understand that they cannot impose a condition or requirement which has an adverse and unfair impact upon one person or a group of people.
- The School is committed to supporting disabled job applicants and employees and will make reasonable adjustments where required under the Equality Act 2010 to prevent disabled individuals from being placed at a substantial disadvantage.
- Employees are encouraged to inform the Head or Operations Manager of any disability-related support needs so that appropriate adjustments can be considered. The School will consider each situation individually and will handle information sensitively and confidentially in accordance with applicable data protection legislation.
- The School recognises that its duty to make reasonable adjustments is not dependent solely upon an employee making a formal request.
- The School will not tolerate unlawful discrimination, harassment, sexual harassment, bullying or victimisation in the workplace. The School is committed to taking proactive steps to prevent sexual harassment in accordance with its legal obligations. All employees are expected to treat colleagues and other members of the School community with dignity and respect. Any concerns will be addressed in accordance with the School's relevant policies and procedures.

MONITORING

- Any employee who believes that they have experienced or witnessed unlawful discrimination, harassment, bullying or victimisation is encouraged to raise their concerns with the Head, Operations Manager or another appropriate senior member of staff.
- Concerns will be addressed in accordance with the School's Grievance Procedure or other relevant policies, as appropriate. All concerns will be treated seriously, fairly and sensitively, with confidentiality maintained as far as reasonably practicable.
- No employee will be subjected to victimisation for raising a concern, making a complaint or supporting another individual in exercising their rights under the Equality Act 2010.
- Any questions regarding the policy should be addressed to the Head or Operations manager, as should any requests for associated training.

See also:

- Safer Recruitment Policy
- Equality, Diversity and Inclusion Policy

This policy will be reviewed annually, or sooner where changes in legislation, statutory guidance or School circumstances make this necessary.

The Head and Operations Manager will be responsible for overseeing the implementation and review of this policy, with appropriate oversight from the Proprietor/Governing Body.