

## EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY

### 1. INTRODUCTION

We take great pride in the plural nature of the society in which we work and this policy statement reflects the commitment of directors of the trust, as well as the governors and Principals of our school's /academies to the spirit of equality of opportunity in education in its widest context, and in the employment of our most valuable asset, our staff.

We encourage every member and employee of the Trust to be proud of their abilities (both physical and otherwise, their race colour and nationality, their culture, religious beliefs or secularity, their gender, sexual orientation, and everything that makes up their individuality.

### 2. DISCRIMINATION

We recognise that discrimination can take many forms, intentional or otherwise and we will be mindful of this in all our dealings with our employees. In this context the Equality Act 2010 has drawn together many previously diverse elements of Equalities legislation and definitions. In doing so it describes that discrimination may be;-

#### Direct

Where an individual is treated less favourably than another due to discrimination.

#### Indirect

Where a practice or procedure is applied to everyone but particularly disadvantages (or has a disproportionately adverse effect of excluding) employees from a particular group.

#### Harassment

Where unwanted conduct has the purpose or effect of violating a persons dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment , based on equalities discrimination.

#### Victimisation

Where there is unfair treatment of an employee who has made or supported a complaint about discrimination.

We willingly and pro-actively accept that it is unlawful for employers to discriminate because of;-

- The sex of an individual or someone with whom they associate.
- Sexual orientation
- Marital or civil partnership status, or those undergoing gender reassignment.
- The race of an individual – their colour, nationality, citizenship, ethnic or national origin.
- Age
- Disability. A physical or mental impairment which has a substantial and long term adverse effect on a persons ability to carry out normal day to day activity.

## The *Active Learning* Trust

- The holding or non-holding of religious beliefs including denominational or sects of religious beliefs where these relate to a substantial aspect of human life.

and

- Their right to belong to a trade union.

With regard to disability discrimination the Trust takes seriously its commitment to seek to make reasonable adjustments to work or to the workplace (with funding assistance from other bodies where this is appropriate and available) where this will assist to accommodate the employment of a disabled person.

### **3. SCHOOL/ACADEMY BASED EQUALITY OF OPPORTUNITIES RESPONSIBILITIES**

As a responsible employer the Trust accepts that it has a responsibility to take such steps as are reasonably practicable to prevent unlawful discrimination.

The Local Governing Body of each of our schools/academies will ensure that there is a suitable Equal Opportunities Policy in place at school/academy level which accords with the principles and Policy of the Trust and I which commits the school/academy to acting in accordance with the Equalities legislation in relation to;-

- Recruitment practices
- Selection procedures
- Training opportunities
- Promotion opportunities
- Dismissal of staff
- Employee complaints, grievances or concerns
- Information or reports raised by individual members of staff

### **4. ACTIONS TO ELIMINATE DISCRIMINATION**

Every school/academy within the Trust and the managers of the central Trust employees will;-

- ensure that interview and selection procedures are bias-free and that they concentrate on abilities rather than disabilities.
- seek to remove any physical mental or other health standards which are not required by the duties of the job.
- keep under review the application, personal declaration and other documentation associated with recruitment to ensure that it remains bias free
- ensure the organisation does not collect any unnecessary information which may inadvertently constitute grounds for indirect discrimination against some applicants.
- vet advertisements for posts for potential or inadvertent discrimination

## The *Active Learning* Trust

- ensure that recruitment and selection procedures accord with the codes of practice produced by the Government, the Equal Opportunities Commission, and any other national bodies charged with putting in place policy and guidelines on diversity awareness.
- put in place a named officer with overall responsibility for the implementation of this policy and that officer will be:-
  - the Principal or a named senior leader of the school/academy.
  - The Operations Director of the Trust for central Trust employees.
- investigate thoroughly and promptly complaints of discrimination, harassment or victimisation by employees of the Federation.
- ensure that acts of discrimination, victimisation or harassment by our employees will be treated as serious disciplinary offences.
- Undertake periodic reviews of this Policy

### **5. EQUAL OPPORTUNITIES MONITORING**

The Trust is committed to embedding and developing equal opportunities monitoring across the employment cycle on a regular basis – covering the application form, website information for employees and recruits, the appointment training and promotion of our staff, as well as the redeployment and redundancy and retirement arrangements we may need to have in place from time to time.

We will ensure that this awareness applies to all our dealings with our staff and that no job applicants or employees shall receive less favourable treatment than any other and that no one shall be disadvantaged by conditions or requirements other than on a genuine occupational requirement basis.

### **6. POLICY REVIEW**

This Policy of the Trust will be reviewed on a bi-annual basis or where changes in legislation/good practice guidance occur which makes it appropriate to update the Policy.