

Equality Information and Objectives Policy



Approved by: GB

Date: March 2021

Last reviewed on:

Next review due by: March 2022

1. Introduction

- 1.1. The Academy is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.
- 1.2. We will ensure that we do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage or civil partnership; pregnancy or maternity; religion or belief (the protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat our staff, pupils, parents, carers, visitors, volunteers, clients, contractors, customers, suppliers and former staff members regardless of whether the legal protection of having a protected characteristic applies.
- 1.3. All staff have a duty to act in accordance with this policy and treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, regardless of their status.
- 1.4. This policy complies with the requirements of the Equality Act 2010. Under the general public sector equality duty of the Equality Act 2010, our Academy must have due regard to the need to:
 - (a) eliminate discrimination, harassment and victimisation;
 - (b) advance equality of opportunity between people who share a protected characteristic and those who do not; and
 - (c) foster good relations between people who share a protected characteristic and those who do not.
- 1.5. The duty covers the protected characteristics. The first part of the duty - the duty to eliminate discrimination, harassment and victimisation - also applies to the protected characteristic of marriage and civil partnership. As part of our duty we publish on our website, information relating to any persons who share a relevant protected characteristic who are affected by our policies and practices. We will also publish gender pay gap reporting in line with the regulations.
- 1.6. As part of the application of this policy, the Academy may collect, process and store personal data and special categories of data in accordance with our data protection policy. We will comply with the requirements of Data Protection Legislation (being (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018) in relation to how we collect, hold and share personal data.
- 1.7. This policy has been agreed following consultation with the recognised trade unions. It has been formally adopted by the Governing Board.
- 1.8. This policy does not form part of any employee's contract of employment and may be amended at any time.

2. Who is covered by the policy?

This policy covers all individuals working at all levels and grades in the Academy, including the Principal, senior managers, employees, consultants, contractors, trainees, part-time and fixed-term employees, volunteers, casual workers, agency staff and governors (collectively referred to as **staff** in this policy).

3. Who is responsible for this policy?

- 3.1. Our Governing Body has overall responsibility for the effective operation of this policy and for ensuring compliance with equality legislation.
- 3.2. That those they manage adhere to the policy and promote our aims and objectives with regard to equal opportunities. Managers will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practice. The Principal has overall responsibility for equal opportunities training.
- 3.3. All employees must be aware of this policy and have a duty to act in accordance with this policy and not to discriminate against or harass other people including employees, former employees and job applicants treating them with dignity at all times. They should also apply this to how they treat members of the public in the provision of services and should support the Academy in meeting its commitment to provide equal opportunities for all and promoting diversity in the workplace.
- 3.4. If you have any questions about the content or application of this policy, you should contact your SLT line manager.

4. Scope and purpose of the policy

- 4.1. This policy applies to all aspects of our relationship with staff and to relations between staff members at all levels. This includes job advertisements, recruitment and selection, training and development, opportunities for promotion, conditions of service, pay and benefits, conduct at work, disciplinary and grievance procedures, and termination of employment. It also applies to former employees for example in the provision of employment references. This policy focuses on employment and does not cover the provision of services to our [pupils/students].
- 4.2. The purpose of this policy is to set out our approach to equal opportunities, how we will tackle discrimination and how we will put our commitment into action and comply with the law, to ensure that equality and diversity is promoted in the workplace and our employees are not subject to and do not commit unlawful acts of discrimination.

5. Forms of discrimination

- 5.1. Discrimination by or against an employee is generally prohibited unless there is a specific legal exemption. Discrimination may be direct or indirect and it may occur intentionally or unintentionally.
- 5.2. Direct discrimination occurs where someone is treated less favourably because of one or more of the protected characteristics set out above. In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim. It will only be exceptional circumstances that this will apply in our Academy.
- 5.3. Indirect discrimination is where there is a provision, criterion or practice that applies to everyone but adversely affects people with a particular protected characteristic more than others, and is not justified. For example, a requirement to work full time adversely affects women because they generally have greater childcare commitments than men. Such a requirement will be discriminatory unless it is objectively justified.
- 5.4. Harassment related to any of the protected characteristics is prohibited. Harassment is unwanted conduct that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Pregnancy and maternity, and marriage and civil partnership are not protected directly under the harassment provisions. However, pregnancy and maternity harassment would amount to harassment related to sex, and harassment related to civil partnership would amount to harassment related to sexual orientation.

- 5.5. Victimization is also prohibited. This is less favourable treatment of someone who has complained or given information about discrimination or harassment, or supported someone else's complaint.
- 5.6. Discrimination by association is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.
- 5.7. Discrimination by perception is where an individual is directly discriminated against or harassed based on a perception that a person has a particular protected characteristic irrespective of whether they do have that protected characteristic (this does not include marriage and civil partnership and pregnancy and maternity).
- 5.8. Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic (other than marriage and civil partnership, and pregnancy and maternity), by third parties such as parents and carers, clients or customers.

6. Applying our policy to recruitment and selection

- 6.1. We aim to ensure that no job applicant suffers discrimination because of any of the protected characteristics. Our recruitment procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant skills and abilities. All applicants will be provided with a copy of our Recruitment Privacy Notice which sets out how we will gather, process and hold personal data of individuals during the recruitment process. Our recruitment processes are set out in our Recruitment and Selection Policy.
- 6.2. Job selection criteria as set out in the person specification will be regularly reviewed to ensure that they are relevant to the job. Short listing of applicants should be done by more than one person wherever possible and will be carried out objectively against the requirements of the job.
- 6.3. Job advertisements should avoid stereotyping or using wording that may discourage groups with a particular protected characteristic from applying.
- 6.4. We will take reasonable steps, where appropriate depending on the situation, to ensure that our vacancies are advertised to a diverse labour market [and, where relevant, to particular groups that have been identified as disadvantaged or underrepresented in our Academy].
- 6.5. Applicants will not be asked about health or disability before a job offer is made, other than where it is necessary to;
 - (a) establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
 - (b) establish if any reasonable adjustments need to be made to enable an applicant to have a fair interview or assessment.
 - (c) carry out equal opportunities monitoring (which will not form part of the decision-making process).
- 6.6. Job offers will be conditional upon a satisfactory medical check in accordance with our obligation under Keeping Children Safe in Education, where a school must verify the candidate's mental and physical fitness to carry out their work responsibilities in accordance with the Education (Health Standards) (England) Regulations 2003
- 6.7. Applicants will not be asked about past or current pregnancy or future intentions related to pregnancy. Applicants will not be asked about matters concerning age, race, religion or belief, sexual orientation, or gender reassignment.
- 6.8. We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance, name or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original specified documents before employment starts to satisfy current immigration legislation.

- 6.9. To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in our Academy, we monitor diversity data as part of the recruitment process and as set out in our [Recruitment Privacy Notice] [and Data Protection Policy]. Provision of this information is voluntary and it will not adversely affect an individual's success at recruitment or any other decision related to their employment. The information is removed from applications before short listing, and kept in an anonymised format solely for the purposes stated in this policy. Analysing this data helps us take appropriate steps to avoid discrimination and improve equality and diversity.

7. Staff training, promotion, pay decisions and conditions of service

- 7.1. All staff will be provided with a copy of our Workforce Privacy Notice which sets out how we will collect, hold and share personal data or individuals during their employment.
- 7.2. Staff training needs will be identified through regular staff appraisals. All staff will be given appropriate access to training for their job and in order to enable them to progress within the Academy.
- 7.3. Pay and promotion decisions will be based on an employee's performance (where relevant), skills and experience and as detailed in our Pay policy.
- 7.4. Our conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all staff who should have access to them and that there are no unlawful obstacles to accessing them.
- 7.5. Relevant national and local conditions of service as applied to our employees, will meet the requirements of equal opportunities.

8. Discipline and Termination of Employment

- 8.1. We will ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.
- 8.2. We will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

9. Disability discrimination

- 9.1. Disability discrimination 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.
- 9.2. If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.
- 9.3. If you experience difficulties at work because of your disability, you should speak to your line manager to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Your line manager / HR may wish to consult with you and your medical adviser(s) about possible adjustments. We will consider the matter carefully and try to accommodate your needs within reason. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible.
- 9.4. We will monitor the physical features of our premises to consider whether they place disabled staff or job applicants at a substantial disadvantage compared to other staff. Where reasonable, we will take steps to improve access for disabled staff.
- 9.5. We guarantee to interview a disabled applicant, provided they meet the minimum criteria for the job. This applies to all internal and external vacancies.

10. Part-time and fixed-term staff

- 10.1. Part-time and fixed-term staff should be treated the same as comparable full-time or permanent staff and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless different treatment is justified.

11. Breaches of this policy

- 11.1. If you believe that you may have been discriminated against you are encouraged to raise the matter through our Grievance Procedure. If you believe that you may have been subject to harassment or bullying you are encouraged to raise the matter through our Harassment and Bullying procedure. If you are uncertain which applies or need advice on how to proceed you should speak to HR.
- 11.2. Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Staff who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith will, however, be dealt with under our Disciplinary Procedure.
- 11.3. Any member of staff who is found to have committed an act of discrimination or harassment will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. We take a strict approach to serious breaches of this policy.

12. Monitoring and review of the policy

- 12.1. This policy is reviewed annually by the Governing Body.
- 12.2. We will continue to review the effectiveness of this policy to ensure it is achieving its objectives.
- 12.3. Staff are invited to comment on this policy and suggest ways in which it might be improved by contacting HR