

## Earlscliffe (Sussex Summer Schools Ltd)

### EQUAL OPPORTUNITIES FOR STAFF POLICY

#### Purpose

The purpose of this policy is to promote equal treatment for all members of staff or job applicants irrespective of race, colour, sexual orientation, nationality, ethnic origin, religious or philosophical belief, disability, age, gender, marital status or civil partnership, pregnancy or maternity or gender reassignment (together known as 'Protected Characteristics') and to ensure that this is managed in such a way that the school complies with Equal Opportunities legislation and Codes of Practice. This policy has particular relevance to those concerned with recruitment, training and promotion but also to all members of the school as they work and learn. This policy is for guidance only and does not form part of employees' contracts of employment. The scope of this policy includes visitors, parents and see also the *Equal Opportunities for Pupils* policy.

#### Policy Statement

The school is committed to providing equality of opportunity. All members of staff have a part to play in achieving this, and the SLT will ensure that individuals are aware of their personal responsibility to observe and support the Equal Opportunities Policy.

The school in its employment practices aims not to unlawfully discriminate against its employees on the basis of their actual or perceived Protected Characteristics or the fact that they are a part-time worker or fixed-term employee. Our employees and applicants for employment will not be disadvantaged by any policies or conditions of service which cannot be justified for operational purposes. The school shall, at all times, strive to work within legislative requirements as well as promoting best practice.

The school will seek to identify and act upon any unfair or unlawful discrimination which denies an individual opportunity on any of the criteria mentioned above. Existing staff and job applicants have the right to complain about unlawful discrimination through the appropriate procedures which are set out in the Complaints Policy. Active steps will be taken to ensure that the Equal Opportunities policy is implemented and regularly reviewed. At all times the school will make the best possible use of the skills, talents and abilities of all staff.

While the emphasis in this policy is on the fair and equal treatment of all staff, the principle of creating an environment which eliminates discrimination applies equally to the treatment of pupils, governors, parents and other people who have contact with the school. See *Equal Opportunities for Pupils*.

It is the responsibility of the SLT and line managers to ensure that, within their areas of responsibility, the standards established within this policy are followed. All members of staff must:

Co-operate with any measures introduced to ensure equal opportunity

- Report any suspected discriminatory acts or practices to their line manager
- Not persuade or attempt to persuade others to practise unlawful discrimination

- Not victimise anyone as a result of them having reported or provided evidence of discrimination
- Not harass, abuse or intimidate others on account of their race, gender, etc
- Not lobby job applicants in an attempt to discourage them from applying or taking up a post

**Complaints/Alleged Breaches**

Any member of staff wishing to raise a complaint should do so in line with the *staff grievance procedure*.