



KINGSGATE

SCHOOL

Kingsgate School

Equal Opportunities Policy

Local Procedures Owner: Tim Rogers

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Linked with local procedures:
Examinations

EQUAL OPPORTUNITIES POLICY

1.0 OBJECTIVE

The Company is committed to ensuring that all its employees, visitors, suppliers and customers are treated equally and fairly regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation and this policy has been designed to combat any form of discrimination or prejudice within the workplace.

The Company recognises that everyone has a contribution to make and that overall business performance can be improved by harnessing the skills and contributions of the whole workforce.

This policy and any actions that arise as a result of it, take into account current statutory requirements i.e.:

- The Employment Act 1980 (amended)
- Rehabilitation of Offenders Act 1974
- Prevention of Less Favourable Treatment Regulations 2002
- Human Rights Act 2004 (amended)
- The Equality Act 2010

2.0 RESPONSIBILITIES

The Company recognises its duty to promote equality and eliminate unlawful discrimination within the workplace.

The Directors are the people responsible for the implementation of this policy however it is the responsibility of all employees to support and promote Equal Opportunities and to achieve equality and diversity. The Company will:

- Treat people as individuals with consideration and respect for their needs.
- Provide services and opportunities that are open to all.
- Provide a welcoming, supportive and safe environment for all employees, and customers.
- Commit to developing an organisational culture that values all people and the individual contribution that they make.
- Provide appropriate training and development opportunities to facilitate the effective delivery of services.
- Encourage the recruitment and promotion of employees from all parts of the community.
- Influence other employers and agencies to be aware of their responsibilities under relevant legislation and through this help to create a culture that encourages and promotes diversity.
- Consider all acts of victimisation, discrimination and harassment as disciplinary issues and will use the company's disciplinary procedures to deal with them accordingly.
- Accept our responsibilities and work within the requirements set out in all relevant legislation.

- Regularly promote the organisational advantages of equalities, diversity and equality of opportunity through training and the use of internal communication channels.

3.0 REQUIREMENTS

3.1 Age

The Company is aware that Age is a protected characteristic under the Equality Act 2010 and recognises that it is unlawful to discriminate on the grounds of age at any point during the recruitment process or employment.

3.2 Disability

The Company endeavours to ensure that no employee is disadvantaged in opportunity or access, because of a disability or something connected with a disability. Wherever possible the Company will support any reasonable changes, which are necessary to allow equality of opportunity for all.

3.3 Gender Reassignment

The Company recognises that Gender Reassignment is a protected characteristic under the Equality Act 2010 and that it is unlawful to discriminate against a transsexual person. A transsexual person is someone who proposes to, starts or has completed a process to change his or her gender.

3.4 Marriage and Civil Partnership

The Company recognises that the Equality Act 2010 protects employees who are married or in a civil partnership against discrimination.

3.5 Pregnancy and Maternity

The Company recognises that a woman is protected against discrimination on the grounds of pregnancy and maternity during the period of her pregnancy and any statutory maternity leave to which she is entitled.

3.6 Race

The Company is aware that race is a protected characteristic under the Equality Act 2010 and understands that it is unlawful to discriminate directly or indirectly on the grounds of colour, race, nationality, ethnicity or national origin, or to apply requirements or conditions which have a disadvantageous effect on people of a particular racial group, and which cannot be justified on non-racial grounds.

3.7 Religion & Belief

The Company values the diversity brought to its workforce by different groups of employees and aims to create an environment within which the cultural, religious and non-religious beliefs of all are respected. It also aims to ensure that the organisations recruitment and selection procedures, as well as employment practices, such as dress codes and disciplinary procedures, treat everyone fairly regardless of their religion or belief.

3.8 Sex (Gender)

The Company recognises the history of discrimination and stereotyping on the grounds of sex (gender) and strives to ensure that all its policies and procedures, work against all forms of sexism within the workplace.

The Equality Act 2010 makes it unlawful to discriminate directly or indirectly on these grounds or to apply requirements or conditions, which have a disadvantageous effect on people of a particular sex or marital status, where they cannot be justified.

3.9 Sexual Orientation

The Company recognises that the Equality Act 2010 protects bisexual, gay, heterosexual and lesbian people. The Company values all employees equally, regardless of their sexual orientation and aims to create an environment, within which the sexual orientation of all its employees is respected.

3.10 Ex-Offenders

3.10.1 Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become 'spent', or ignored, after a 'rehabilitation period'. A rehabilitation period is a set length of time from the date of conviction. After this period, with certain exceptions, an ex-offender is not normally obliged to mention the conviction when applying for a job.

There are however some exceptions to the general principle of the act whereby spent convictions are declared. For example when assessing the suitability of a person for certain positions of trust, an employer is entitled to ask a candidate to reveal details of all convictions, whether spent or not. This in part will help ensure that children and other vulnerable groups are protected from those who may wish to do them harm by helping to prevent such people from being appointed to positions of authority and/or trust over them.

These positions of trust, or excepted professions, are set out in the Exceptions Order to the ROA and the Company as an organisation falls into the above category.

Having a criminal record will not necessarily bar the employment of an ex-offender from working with the Company. This will depend on the nature of the position and the circumstances and background of the offence(s). Each case is considered on an individual basis and is subject to a robust risk assessment process.

3.10.2 Disclosure and Barring Service Code of Practice

The Company in line with its own Disclosure Policy & Code of Practice intends to ensure that information released in disclosures is used fairly and kept in a safe/lockable area, which is only accessible to authorised individuals. This is in line with the company's Data Protection Policy.

Information obtained from disclosures will not be used to discriminate against an individual.

3.11 Equal Pay

The Company is committed to equality of pay (Equal Pay Act 1970) and strives to ensure that a woman doing equal work to that of a man in the same employment, are entitled to equality in pay and terms and conditions.

3.12 Fixed Term Employees/Part-Time Employees

The Company fully understands its obligation to Fixed-Term/Part-time Employees and their fair and favourable treatment.

In line with the Prevention of Less Favourable Treatment Regulations 2002, the Company aims to ensure that employees on fixed-term/part-time contracts are treated no less favourably than comparable permanent employees i.e. they receive the same benefits, working rights, flexibility, training, bonuses and salary (this list is not exhaustive)

4.0 MONITORING PROCEDURES

To help ensure that there is equality of opportunity for all employees, the Company regularly monitors its policies and procedures and has in place a number of equality measures. Equality issues can also be reported to the Directors.

Monitoring activities include:

- A breakdown of the workforce population by age, ethnicity, religious belief and gender.
- A breakdown of training provision by age, ethnicity, religious belief and gender
- Reports on the categories of complaints received through the complaints procedure.
- An analysis of the recruitment & selection process in terms of successful candidate breakdown i.e. age, ethnicity, religious belief and gender. (This list is not exhaustive)

Tim Rogers
Director
November 2019