



EQUAL OPPORTUNITIES POLICY

The School is committed to the principle of equal opportunity in employment.

It is the School's policy not to discriminate, either directly or indirectly, against anyone seeking employment or in its employ, on the grounds of colour, race, ethnic or national origins, sex, sexual orientation, marital status, age, disability, trade union membership or non-membership, religion or political belief.

This principle will apply in respect of all conditions of work including recruitment, selection, pay, hours of work, holiday entitlement, overtime and shift work, sick pay, recruitment, training, promotion and redundancy.

In respect of those employees who have a disability then upon the School being made aware of such it will take into account all the relevant circumstances including the needs of the employee, financial costs, the extent of resources and the extent to which taking any necessary steps might reduce its activities, and the School will act reasonably in deciding which action it can take to make necessary adjustments to premises and working practices.

Individual employees have a responsibility to ensure that they assist the School in successfully achieving these aims and can contribute by:

- not discriminating in the course of employment against colleagues, pupils, parents, suppliers or members of the public with whom they come into contact with during the course of their duties;
- not inducing or attempting to induce others to practice unlawful discrimination; and
- reporting any discriminatory action to the Head of Department or Line Manager.

Any form of such unlawful discrimination in the course of an employees employment within the School, will not be tolerated and will result in disciplinary action.

Any employee who considers they are a victim of unlawful discrimination may raise the issue through the Grievance Procedure.



DIVERSITY POLICY

Managing diversity is a more effective way of dealing with equal opportunities issues. It emphasises the business and personal benefits that occur from valuing the differences between people, rather than just complying with the law.

It is essential that the School attracts and retains the most talented people and makes the most of all employees' skills, knowledge and experiences.

The School is committed to valuing and promoting diversity in all areas of recruitment, employment, training and promotion. The School will work towards an environment that is based on inclusiveness, where all employees can develop their full potential irrespective of their race, gender, marital status, age, disability, religious belief, political opinion or sexual orientation.

The School is committed to:

- Comply with the letter and spirit of this policy
- Value diversity in society and in the workforce as a means of broadening the School's talent base, achieving the highest levels of performance and enabling all employees to reach their full potential
- Identify the various behaviours and barriers that discrimination can take and understand the negative effect these can have on the company, its employees and customers
- Dispel the myth that only certain types of people are suitable for certain jobs or training and the elimination of stereotyping within the School
- Monitor the application of the policy and work towards eliminating any discriminatory practices which may be limiting the School's ability to achieve its objectives, thereby strengthening our reputation as a fair and responsible employer and an employer of choice

