

## Equal Opportunities for Staff Policy

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## **Equal Opportunities for Staff Policy**

### **1. Equal Opportunities**

The Foundation is an equal opportunities employer.

In order to promote an environment within which the Foundation can call upon the widest possible range of knowledge, skill and experience, as well as ensuring compliance with the relevant legislation and codes of practice, we are committed to achieving and maintaining a workforce which represents the population within our recruitment area in terms of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability (together known as "Protected Characteristics").

To this end, we shall regularly review the operation of our recruitment, promotion, training and development policies to ensure that no applicant for employment or member of staff is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

No employee or prospective employee will receive unfair or unlawful treatment on the grounds of a Protected Characteristic, because they are perceived to have a Protected Characteristic or because they are associated with someone who has a Protected Characteristic, in particular but not only, in relation to:

- recruitment and selection;
- promotion, transfer and training opportunities;
- benefits, terms and conditions of employment;
- grievance and disciplinary procedures;
- termination of employment including redundancies;
- conduct at work.

Procedures are in place to ensure fair and equitable treatment in relation to the admission and assessment of pupils.

The principles of non-discrimination and equality of opportunity also apply to the way in which staff must treat visitors, pupils, parents, suppliers and former members of staff.

Princethorpe College and Crackley Hall School are Catholic schools and are registered with the Secretary of State as being of a designated religious character. This may be taken into account when recruiting teaching staff where appropriate to do so.

### **2. Implementation**

The Foundation with the assistance of the staff will:

- break down any barriers to equality of opportunity which may prevent staff members realising their full potential or accessing benefit;
- advertise vacancies and ensure job selection criteria are appropriate for the job;
- promptly and fully investigate all complaints of discrimination and harassment, taking appropriate action where necessary;
- ensure that all members of staff are fully informed and trained on this Policy;
- monitor the composition of the Foundation and the effects of its recruitment practices;
- examine and review existing procedures to ensure they are not discriminatory in their operation;
- ensure that the language used in official communication reflects the letter and spirit of the policy.

### **3. Recruitment and Selection**

The staffing process is governed by the Foundation's principles of non-discrimination and is designed to achieve the best match between, on the one hand, the individual's knowledge and skills, experience and character and, on the other hand, the requirements of the vacant post, recognising the need for flexibility to respond to changing conditions.

- The capability of the individual to perform in the position will be the major selection criterion but the ability both to work with others and to be trained, coupled with individual potential will be taken into account.
- All applicants will be dealt with courteously and as expeditiously as possible.
- Carefully selected and validated skills and/or psychometric tests may be used as part of the selection process and will be administered by a trained tester.
- Appointments will be confirmed on receipt of satisfactory references, DBS checks (and, where applicable, a check of the prohibition order), evidence of medical fitness (including a satisfactory medical report) and satisfactory completion of a probationary period.

### **4. Gender Pay Gap Reporting**

The Foundation is required to publish an annual report containing data on our gender pay gap. The report is published on the Foundation website.

### **5. Disability**

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

A disability will not of itself justify the non-recruitment of an applicant for a position at the Foundation. Such reasonable adjustments to the application procedures shall be made as are required to ensure that applicants are not disadvantaged because of their disability. For example, where written tests are used, alternative arrangements will be made for visually impaired applicants.

If you experience difficulties at work because of your disability, you may wish to contact your Head of Department to discuss any reasonable adjustments that would help overcome or minimise the difficulty. Your Head of Department may wish to consult with you and your medical adviser about possible adjustments and you may be required to give your consent to a report being produced about your state of health and ability to perform your duties. 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. Once an adjustment has been made its operation may need to be reviewed at agreed intervals, to assess its continuing effectiveness.

The Foundation will make such adjustments to work arrangements or Foundation premises as are reasonable to enable a disabled staff member to carry out his or her duties. This will include, but is not limited to, consideration of the provision of specialist equipment, job redesign and/or flexible hours.

Where during the course of their employment a disabled member of staff recognises their need for a reasonable adjustment to be made to work arrangements or Foundation premises, he or she should discuss this requirement with the Bursar.

## **6. Breaches of this policy**

We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of discrimination may amount to gross misconduct resulting in dismissal.

If you believe that you have been the subject of discrimination you can raise the matter informally with your line manager, or formally through the Foundation's Grievance Procedure. Complaints will be treated in confidence and investigated as appropriate.

There must be no victimisation or retaliation against staff who complain about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.