



# Equal Opportunities in Employment Policy

Updated September 2016



# EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY

*Adopted by Prospect Education (Technology) Trust Ltd.*

## **Policy Statement**

Prospect Education (Technology) Trust Ltd (the Trust) through the Finance and Resource Committee of Ashcroft Technology Academy is committed to promoting equality of opportunity amongst its staff. The Trust values diversity, encourages fairness and strives to ensure that everyone employed or seeking employment with the Academy remains free from discrimination and victimisation and subject to less-favourable treatment or disadvantaged by conditions or requirements. The Trust recognises that people are individuals and values their differences.

As such, employment, entry into employment and progression within employment will be determined solely by personal merit and the application of criteria that relate specifically to the duties of each individual post. Ability to perform the job will be of primary consideration and, subject to statutory requirements\*, no applicant or member of staff will be treated less favourably than another on the grounds of race, nationality, creed, gender, identity, language, physical appearance, politics, pregnancy, maternity absence, paternity absence religious belief or non-belief, socio-economic status, employment status, marital or civil partnership status, parental status or other irrelevant distinction.

Neither will an employee or potential employee be disadvantaged by any conditions of employment or Trust requirements that cannot be justified on operational grounds. The Trust, cognisant of the religious and cultural diversity of its staff, is aware that in view of their religion, some employees may wish to observe a religious festival not covered by the current statutory holidays based on the Christian calendar. In such circumstances, the Trust will grant one additional paid day's holiday per year where the significant date falls on a working day during term time. Beyond this, the Academy will further provide the option of a second day to such employees per year, although this would be taken as unpaid.

## **Code of Practice**

The Trust welcomes diversity amongst its staff and seeks fairness in the staff selection process, based solely on the merits of each individual applicant and the selection criteria relevant to the post.

All applicants for advertised posts with the Trust will be able to access a copy of this policy within the pack of recruitment information available as supporting documentation, to outline the Trust's commitment to equal opportunities. Information sought from applicants shall, wherever possible, be limited to that relevant to the post being advertised, although certain information may be requested on a confidential basis for monitoring, personnel or payroll purposes.

The requirements of employees or potential employees who have or have had a disability will be reviewed to ensure that wherever possible, reasonable adjustments are made to enable them to enter into or remain in employment with the Trust. Promotion opportunities, benefits and facilities of employment will not be unreasonably limited and every reasonable effort will be made to ensure that disabled employees participate fully in the work place.

The policy applies to the advertisement of jobs, recruitment and appointment to them, training and development, conditions of work, pay, harassment, promotion, flexible working, and to every other aspect of employment where equal opportunities plays a part.

Staff involved in the selection, management, leadership or supervision of other staff have a duty to ensure that no discrimination occurs in the administration of any of the Trust's procedures or agreed terms of employment. Staff are encouraged to seek training if they have any doubt as to the application of this policy in these areas.

All staff are responsible for acting within the laws relating to equal opportunities and other codes of conduct and policies endorsed or adopted by the Trust which govern acceptable behaviour.

Any member of staff may use the grievance procedure where they believe discriminatory conduct has taken place. The Trust is concerned to ensure that staff feel able to raise such grievances and that no individual will be penalised for doing so unless it is untrue and provided it is made in good faith.

In the case of doubt or concern about the policy or its application in any particular incidence, employees are asked to consult the Director of Resources.

This policy will be reviewed at least once every two years.

\* The following summary covers the statutory requirements in terms of the equality legislation to which this policy relates (the list is not exhaustive):

- Employment Act 2002
- Employment Act 2008
- Employment Relations Act 1999
- Employment Rights Act 1996
- The Work and Families Act 2006
- Trade Union and Labour Relations (Consolidation) Act 1992
- Equality Act 2010
- Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- National Minimum Wage Act 1998
- Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- Protection from Harassment Act 1997
- Rehabilitation of Offenders Act 1974
- The Working Time Regulations 1998
- Pensions Act 2008