



Downe House

EQUAL OPPORTUNITIES AND VALUING DIVERSITY POLICY

APPLICABLE TO

1. This Policy applies to: employees; job applicants; individuals such as agency staff, consultants and volunteers who are not employees but who work at the School; and to pupils. It does not form part of employees' contracts of employment and may be amended by the School from time to time.

APPROACH

2. The School is an equal opportunities employer and values diversity in the school community and workplace.

3. No person will receive unfair or unlawful treatment on the grounds of a Protected Characteristic, or because they are perceived to have a Protected Characteristic, or because they are associated with someone with a Protected Characteristic. Protected Characteristics are defined in the Equality Act, and listed in point 4 below.

4. We are committed to providing equal opportunities throughout employment, including in the recruitment, training and promotion of employees, and to eliminating discrimination in the workplace whether on the grounds of a Protected Characteristic. The Protected Characteristics as defined in the Equality Act are as follows:

Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

5. All job applicants and employees will be treated with respect, and diversity is valued. It is the School's policy to give full and fair consideration to all applications for employment and to provide appropriate training, development and promotion prospects to all staff.

6. The School is committed to ensuring equality of opportunity in respect of all areas including the following:

- 6.1 Career development.
- 6.2 Opportunities for training.
- 6.3 Appointments and allocation of responsibilities for all employees.
- 6.4 Grievance and disciplinary procedures
- 6.5 Termination of employment including redundancies
- 6.6 Conduct at work

6.7 Respectful and non-discriminatory behaviour by all staff.

7. The School aims to ensure that staff achieve their full potential and that all employment decisions are taken without reference to irrelevant or discriminatory criteria. The School also aims to encourage good practice in the field of equality of opportunity for pupils so that all pupils at the School are able to develop fully as individuals. This Equal Opportunities and Valuing Diversity Policy has been adopted as a means of helping to achieve these aims.

8. Staff at Downe House are expected to set an example and promote equality of opportunity for all girls and staff, both current and prospective, and to support an environment that values diversity.

EMPLOYEE RESPONSIBILITIES

9. Employees have a responsibility to ensure that the School's Equal Opportunities and Valuing Diversity Policy is properly observed and fully complied with. Breaches of the Equal Opportunities and Valuing Diversity Policy, and any act of discrimination or harassment by an employee, are viewed very seriously by the School and, in appropriate cases, will result in disciplinary action, up to and including the employee's summary dismissal.

10. Any individual who believes that they may have been disadvantaged on discriminatory grounds is entitled to raise the matter through the School's Grievance Procedure.

IMPLEMENTATION

11. Recruitment and employment decisions will be made on the basis of fair and objective criteria. The School will endeavour to ensure that job vacancies are normally widely advertised and/or publicised so that the broadest range of candidates can apply. The School's selection procedures will be reviewed from time to time to ensure they are appropriate for achieving the School's objectives and for avoiding unlawful discrimination.

12. In order to ensure the effectiveness of its Equal Opportunities and Valuing Diversity Policy, the School monitors the composition of its workforce. Information given by staff and job applicants is treated in the strictest confidence, and is used solely for monitoring purposes.

13. Equal consideration will be given to staff career development **and other employment matters** irrespective of gender, gender re-assignment, marital or civil partner status, age, disability, sexual orientation, race, colour, nationality, national or ethnic origins, and religion or belief.

14. Appropriate training will be provided to enable staff to implement and uphold the School's commitment to equality of opportunity and valuing diversity. Any queries or concerns can be directed to the HR Department.

Please note that this is only a summary of the relevant provisions. Please contact the Director of Human Resources for further details if required.

Revision History:

Revision	Date	Description of changes	Requested By
	January 2016	Reviewed	Kate Tuttle
	11 January 2017	Reviewed – changes highlighted in yellow	Kate Tuttle

Review Leader: Director of Human Resources

Reviewed: January 2017

Next Review: January 2018