



## Equal Opportunities Policy

Responsible for policy	Head of HR
Date of policy	September 2017
Date approved by Board of Directors	October 2017
Date of review	October 2018
Date Equality & Diversity Impact Assessment completed	October 2017
Date shared with Trade Union Groups	October 2017

This Social Media Policy and Procedure has been approved and adopted by the Academy Company on October 2017 and will be reviewed on October 2018.

Signed by Director of the Academy Company: *D. Kavanagh*

Signed by Principal:



## **The Romero Catholic Academy Equal Opportunities Policy**

**October 2017**

**The Romero Catholic Academy** is committed to promoting equality and diversity among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our stakeholders, and for each employee to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed to preventing unlawful discrimination of stakeholders or the public

The policy's purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- to prevent unlawful discrimination in accordance with the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation
- Oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, all aspects of terms and conditions of employment and the application of all employment policies and procedures, for example dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

The organisation commits to:

- encourage equality and diversity in the workplace as they are good practice and make business sense
- create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued

This commitment includes training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.



All staff should understand they, as well as their employer, can be held personally liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, stakeholders, suppliers and the public.

- take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, stakeholders, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

- make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation
- decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
- review and update employment policies, practices and procedures when necessary to ensure fairness, and to take account of changes in the law
- monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy

Monitoring will also include assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

The equality policy is fully supported by the Academy Board of Directors and senior management and has been agreed with trade unions and/or employee representatives.

Details of the organisation's grievance and disciplinary policies and procedures can be found via your School Business Manager or HR department. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

