

BRIGHT FUTURES EDUCATIONAL TRUST

EQUAL OPPORTUNITIES (STAFF) POLICY

1. Rationale

- 1.1** It is the policy of the Trust to treat job applicants and employees fairly, regardless of their gender, sexual orientation, age, race, marital status, civil partnership status, ethnic origin or disability. Further, the Trust will monitor the composition of the workforce and take positive steps if it appears that this policy is not fully effective.
- 1.2** Equal opportunities concern everyone and every member of the Trust community has an obligation to promote equality in every sphere of Academy life.

2. Links to Other Policies

- 2.1** This policy should be read in conjunction with other policies associated with equality of opportunity, including the Appointments Policy; Disability Policy and Race Equality Policy.
- 2.2** Regular impact assessments will be carried out to ensure all Academy policies are fair and non-discriminatory, in accordance with the Equal Opportunities policy.

3. Responsibilities

- 3.1** The Headteacher/Principal of each Academy has overall responsibility for this policy. On a day-to-day basis, the responsibility for the organisation and implementation of this will lie with a named member of the Senior Leadership Team in each Academy.

4. Procedure

- 4.1** The Trust is an equal opportunities employer. Equal opportunities is about good employment practice and efficient use of our most valuable asset, our employees. Every manager and employee has personal responsibilities for the implementation of the policy. Any instance of doubt about the application of the policy, or other questions, should be addressed to the

Headteacher/Principal, Deputy Headteacher or Assistant Headteachers/Vice Principals, as should any requests for special training.

- 4.2** The Trust will not discriminate on grounds of gender, sexual orientation, marital status, ethnic origin, nationality, disability, age, marital status, civil partnership status, religious and cultural differences.
- 4.3** The policy applies to the advertisement of jobs, recruitment and appointment, training, conditions of work, pay and to every aspect of employment. The policy also applies equally to the treatment of our clients, pupils/students and parents/carers. Staff involved in recruitment will be provided with training in the application of this policy. Systems are in place to monitor this policy.
- 4.4** Employees should note that the imposition of a condition or requirement which has an adverse impact on someone because of his or her gender, race, marital status or age is more likely to be affected by it, will also be unlawful, unless it can be justified on grounds of business need.
- 4.5** Employees who are disabled, or become disabled in the course of their employment, should inform, and may also wish to advise, the Trust of any “reasonable adjustments” to their employment or working conditions which they consider to be necessary, or which they consider would assist them in the performance of their duties. Careful consideration will be given to any proposals of this nature and, where reasonable and reasonably practicable, such adjustments will be made. There may, however, be circumstances where it will not be reasonable or reasonably practicable for the Trust to accommodate these proposals and where less favourable treatment may be justified in accordance with the statutory provisions.

5. Discipline

- 5.1** Any employee who harasses any other employee on the grounds of race, gender, disability, age, sexual orientation or gender reassignment, will be subject to Trust disciplinary procedures. In serious cases, such behaviour will be deemed to constitute gross misconduct and, as such, will result in summary dismissal in the absence of mitigating circumstances.

6. Monitoring

- 6.1** All employees and job applicants will be asked to complete a form denoting their age, sex and ethnic origin. The Trust guarantees that this form will be used for the purpose of monitoring the effectiveness of its equal opportunities policy only. Monitoring will take place by analysing data and the workforce profile will be used to help monitor equal opportunities.

7. Positive Action

- 7.1** The composition of the workforce and of job applicants will be monitored on a regular basis. Should inequalities become apparent, positive action plans will be put in place to redress the imbalance.

Review Date: Sept 2016