

## Equal Opportunities and Diversity Policy

### Policy Details

<b>Policy Level</b>	Trust
<b>Document Approver</b>	Trust Board
<b>Document Status</b>	Final
<b>Applicable to</b>	All Trust Employees
<b>Review Frequency</b>	Every 1 Years

### Revision History

Revision	Date	Details	Approved by
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## **1. Introduction**

Learning Today Leading Tomorrow is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. The Trust is committed to promoting a positive and inclusive culture in which all staff and students are valued, included and supported to fulfil their potential.

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

The organisation - in providing an excellent education - is also committed against unlawful discrimination of our students, volunteers, governors, Trustees, parents and carers, or the public.

This policy does not form part of any employee's terms and conditions of employment and is not intended to have contractual effect. It is provided for guidance to all members of staff at the Trust who are required to familiarise themselves and comply with its contents. The Trust reserves the right to amend its content at any time.

## **2. Scope of Policy**

This policy sets out the commitments the Trust will make in how it operates and how it will promote equality and diversity through its practice. For specific situations the relevant policy should be referred to, for example, but not limited to:

- LT2-SP-001-I Disciplinary Policy
- LT2-SP-002-I Grievance Policy
- LT2-SP-004-I Code of Conduct
- LT2-SP-021-I Pay Policy
- LT2-NSP-003-I Flexible working
- LT2-NSP-006-I Bullying Harassment Policy
- LT2-NSP-007-I Family Friendly Suite
- LT2-NSP-008-I Sickness Absence Policy
- LT2-NSP-010-I Gender Reassignment
- LT2-NSP-014-I Leave of Absence Policy
- LT2-NSP-016-E Safeguarding in Recruitment Policy

### **3. Policy Purpose**

The purpose of this policy is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time, or volunteers
2. Not unlawfully discriminate because of 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
  - sexual orientation
3. Oppose and avoid all forms of unlawful discrimination. This includes in:
  - pay and benefits
  - terms and conditions of employment
  - dealing with grievances and discipline
  - dismissal
  - redundancy
  - leave for parents
  - requests for flexible working
  - selection for employment, promotion, training or other developmental opportunities

### **4. Responsibilities**

The Trust recognises it has a statutory obligation to adopt formal policies and establish workplace procedures for dealing with equal opportunities and diversity.

All staff have a duty to act in accordance with this policy and always treat colleagues with dignity, and not discriminate against or harass other members of staff, regardless of their status.

All staff must set an exemplary standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote the Trust's aims and objectives with regard to equal opportunities.

## 5. Trust Commitments

Learning Today Leading Tomorrow commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense.
2. 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, diversity and inclusion 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 liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, 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 appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

The Trust will ensure that disciplinary procedures and penalties applied are without discrimination and are carried out fairly and uniformly for all staff, whether they result in disciplinary warnings, dismissal, or other disciplinary action.

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.

4. 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.
5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

Ensure that no job applicant suffers discrimination because of any of the protected characteristics. The Trust's recruitment procedures will be reviewed regularly to

ensure that individuals are treated based on their relevant merits and abilities. Job selection criteria will be regularly reviewed to ensure that they are relevant to the job and are not disproportionate.

The Trust will use the Disclosure and Barring Service (DBS) to assess candidates' suitability for positions of trust working in an environment with children and young people. The Trust will comply fully with the DBS Code of Practice and treat all candidates fairly.

6. Ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.
7. Support employees and students who are disabled, or become disabled, whilst they are working, or studying, within the Trust. The Trust commits to making reasonable adjustments to working conditions which are considered reasonable and necessary.  
  
Nevertheless, there may be circumstances where it would not be reasonable for the Trust to accommodate a particular adjustment and in such circumstances, it will ensure that it provides the member of staff with its reasons and try to find an alternative solution where possible.
8. Review the effectiveness of this policy by seeking feedback directly from employees and taking action to address any issues.

## **6. Grievance and Disciplinary Procedures**

Details of the organisation's grievance and disciplinary policies and procedures can be found in the following policies:

- LT2-SP-001-I Disciplinary Policy
- LT2-SP-002-I Grievance Policy

This includes with whom an employee should raise a grievance – usually their line manager in the first instance. It is important for all employees to be familiar with these policies.

Use of the organisation's grievance 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.