



**ADCOTE
SCHOOL**

EQUAL OPPORTUNITIES POLICY (STAFF)

Reviewed Sept 2018
Next Review Sept 2019

1. GENERAL STATEMENT

It is the policy of Adcote School to treat all job applicants and employees in the same way, regardless of their sex, sexual orientation, marital status, age, race, ethnic origin, religion or disability. Furthermore, the School will monitor the composition of the workforce and introduce positive action if it appears that this policy is not fully effective.

2. PROCEDURE

- a) Adcote School is an equal opportunities employer. Equal opportunity is about good employment practices.
- b) Every employee is covered by this policy (including full and part-time employees, occasional workers and any other individual who has occasion to work for the School) and every employee has a personal responsibility for the implementation of the policy.
- c) The School will not discriminate on grounds of sex, marital status, ethnic origin, colour, nationality, disability, age or other grounds of discrimination not prohibited by legislation such as sexual orientation etc.
- d) This policy applies to the advertisement of job vacancies, recruitment and selection, appointment, training, conditions of work, pay, benefits, discipline and every other aspect of employment.
- e) All employees must understand that they cannot impose a condition or requirement which has an adverse and unfair impact upon one person or a group of people.
- f) Employees who are disabled or who become disabled during the course of their employment with Adcote should inform the Head or Bursar. Requests may be made for 'reasonable adjustments' to be made to their working conditions or environment in order for them to continue performing their duties to an acceptable level. Careful consideration will be given to any proposals of this nature and, where possible and practical, such adjustments will be made.

3. MONITORING

- a) Any employee who feels they have not been treated fairly or equally should raise their concerns by following the School Grievance Procedure as detailed in Staff contracts. All issues raised concerning equal opportunities will be dealt with sensitively and in confidence.
- b) Any questions regarding the policy should be addressed to the Head or Bursar, as should any requests for associated training.